DOCUMENT RESUME

ED 121 132 HE 007 275

TITLE Miami University Information Manual.
INSTITUTION Miami Univ., Oxford, Ohio.
PUB DATE 75
NOTE 244p.

EDRS PRICE MF-$0.83 HC-$12.71 Plus Postage
DESCRIPTORS Academic Freedom; Administrative Organization; *Administrative Policy; Affirmative Action; *College Faculty; Committees; Faculty Promotion; Governance; Grading; Grievance Procedures; *Higher Education; Job Tenure; Library Services; *Personnel Policy; Research; Teacher Responsibility; *Universities
IDENTIFIERS *Faculty Handbooks; Miami University

ABSTRACT

The 1975 information manual is designed to provide current data on policies, procedures, services, facilities, organization and governance of Miami University and, through the extensive index, quick access to this information. The manual is complementary to the university catalog and directory. Information relating to students is in the Student Handbook. This handbook covers five major areas: organization of the university, faculty responsibilities and relationships, aids to teaching and research, personnel policies, and institutional services for faculty, staff, and students. Appendices are included with data on governance, departmental advisers, library regulations, councils and committees, research opportunities, affirmative action program and grievance procedures, and graduate assistants and teaching fellows. Faculty responsibilities and relationships are detailed regarding registration and enrollment, standards of instruction, advising and counseling, final examinations and grading, course changes, programs for superior students, off-campus trips, and commencement exercises and honorary degrees. (LBH)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED121132

MIAMI UNIVERSITY
INFORMATION MANUAL

DISTRIBUTED
BY
THE OFFICE OF THE SECRETARY OF THE UNIVERSITY
206 Roudebush Hall

HE 007 275

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

FOREWORD:

The Miami University Information Manual is designed to provide, through the loose-leaf format, up-to-date information about policies, procedures, services, facilities, organization and governance of Miami University and, through the extensive index quick access to this information. Whenever information herein becomes obsolete, it will be excised or revised and forwarded to all faculty and staff who are urged to substitute the new pages for the old. The members of the faculty and administrative staff who receive official copies of the Manual from the Secretary of the University will be expected to keep them up-to-date.

Although the Manual is most comprehensive, it does not supersede either the Miami University Catalog or the Miami University Directory, but should be viewed as complementary to each.

Nothing in this Information Manual shall be construed to supplant the special jurisdictions and procedures set forth in the Ohio Revised Code. For information relating to students, please see the Student Handbook.

COMMENTS/CORRECTIONS
Miami University Information Manual

In reference to (use any or all lines following):

(Subject)____

(Section No.)______________________________________

OTHER COMMENTS:

(This sheet is self-addressed. Fold once and staple, and put in Interoffice Mail.)

FROM ______________________________ INTEROFFICE MAIL ONLY

____

____

TO: OFFICE OF THE SECRETARY
211 Roudebush Hall
Miami University

RE: Information Manual

TABLE OF CONTENTS *

ORGANIZATION OF BROWN UNIVERSITY

1.0 The Charter and Historical Purposes of Brown University

1.1 Governance

    1.11 The Corporation
    1.12 Organizational Charts
    1.13 Officers of the University

        1.131 The Board of Fellows
        1.132 Executive Administrative Officers

    1.14 Consulting and Deliberating Bodies of the University

        1.141 University Senate
        1.142 University Council
        1.143 Student Affairs Council
        1.144 Other Councils

            1.1441 Academic Affairs Executive Council
            1.1442 Administrative Council
            1.1443 Advisory Committee to the President
            1.1444 Budget Advisory Council
            1.1445 Cabinet
            1.1446 Development Advisory Council
            1.1447 Faculty Advisory Council
            1.1448 Graduate Council
            1.1449 Student Affairs Executive Council

1.2 Faculty

    1.21 Academic Rank and Faculty Membership

        1.211 Regulations
        1.212 Qualifications for the Several Ranks of the Academic Staff
        1.213 Restrictions of Employment

            1.2131 Employment of Members of the Immediate Family
            1.2132 Employment of Persons Holding a Brown Doctorate

* As of December 31, 1975

2.30 Promotion Policy and Procedures
    2.301 Criteria
    2.302 Procedures
    2.303 Faculty Exemptions
    2.304 Department Chairman Evaluation, Appointment and Re-appointment Procedures
    2.305 Academic Administrative Evaluation
2.40 Rights and Responsibilities
    2.401 The Committee on Faculty Rights and Responsibilities
    2.402 Oath of Office
    2.403 Tenure
        2.4031 Privilege of Tenure
        2.4032 Conditions of Tenure
        2.4033 Termination of Probationary Appointment
        2.4034 Termination of Appointment of Tenured for Cause
        2.4035 Procedures for Disciplinary Action
        2.4036 Notice of Resignation
        2.4037 "Continuing Contract" of Employment for Nontenured Librarians
        2.4038 Termination of Tenure at Age 65; Compulsory Retirement at Age 70
        2.4039 Retirement from Administrative Duties at Age 65
        2.4040 Termination of Appointments of Foreign Nationals, Graduate Assistants and Teaching Fellows
        2.[illegible] Due Process and Appeal Rights of Non-Tenured Faculty [illegible]
2.50 Academic Freedom and Responsibility
    2.501 Principles of Academic Freedom
    2.502 Faculty Responsibilities
2.60 Professional Ethics and Responsibilities
2.65 Political Activity
2.70 Membership in Industry Environment
2.80 Faculty Dress
2.90 Faculty Welfare Committee
3.0 Organization of the Academic Affairs Division Staff
    3.10 Administrative Officers of the Academic Affairs Staff
    3.20 Division of Academic Services
        3.201 Residency Credit Centers
        3.202 Summer Sessions
        3.203 Continuing Education Programs
    3.30 Accreditation and Institutional Membership

- [illegible]
  - [illegible]
- [illegible]
  - [illegible]
- [illegible]
  - [illegible]
- [illegible]
  - [illegible]

[illegible] [illegible]

- [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
- [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
    - [illegible]
    - [illegible]
- [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
- [illegible]
  - [illegible]
    - [illegible]
    - [illegible]
  - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
  - [illegible]
- [illegible]
- [illegible]
  - [illegible]
  - [illegible]
- [illegible]

[illegible]

  [illegible]
  [illegible]
  [illegible]
  [illegible]

[illegible] [illegible]

- [illegible]
  - [illegible]
  - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
  - [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
  - [illegible]
  - [illegible]
- [illegible]
- [illegible]

- [illegible]
  - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
      - [illegible]
      - [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
    - [illegible]
      - [illegible]
    - [illegible]
      - [illegible]
      - [illegible]
    - [illegible]
    - [illegible]
  - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
    - [illegible]
  - [illegible]

5 INSTITUTIONAL SERVICES FOR FACULTY, STAFF, AND STUDENTS

- 5.1 Housing
- 5.2 Buildings and Grounds
  - 5.21 Use of Public Buildings and Grounds
  - 5.22 Use of Private Buildings and Grounds
    - 5.221 Policies
    - 5.222 Priority and Jurisdiction
    - 5.223 Scheduling of Space
  - 5.23 Use of Buildings after Hours
    - 5.231 The Trespass Regulation
    - 5.232 Closing Hours
  - 5.24 Keys
    - 5.241 Authorization
    - 5.242 Duplication
  - 5.25 Security and Safety
    - 5.251 Parking
    - 5.252 Identification Cards
    - 5.253 Lost and Found
    - 5.254 Smoking
  - 5.26 Repairs and Maintenance
    - 5.261 On-campus Service
    - 5.262 Shuttle Service
- 5.3 Purchasing
  - 5.31 Policies and Regulations
  - 5.32 Requisitions
  - 5.33 University Stores Inventory
  - 5.34 Catalog Library
- 5.4 Recreational, Cultural, Athletic, and Social Activities and Facilities
- 5.5 Services for Students
  - 5.51 Organization and Administration of Student Affairs
  - 5.52 Residence

    5.53 Advising Programs
    5.54 Counseling and Testing Services
    5.55 Employment
    5.56 Placement Service
5.6 Communications Services
    5.61 Public Information
    5.62 Telecommunications
    5.63 Telephones
    5.64 Mail
    5.65 Offset and Mimeograph Service
5.7 Murstein Alumni Center and University Guest Facilities
    5.71 The Murstein Alumni Center
    5.72 The Climer Guest Lodge and Simpson Guest House
5.8 Alumni Activities and Services
    5.81 The Miami University Fund
    5.82 Prizes and Awards
    5.83 The Miami University Foundation
5.9 Miscellaneous Services
    5.91 Speech and Hearing Clinic
    5.92 Notary Public

6.0 APPENDICES

Appendix A: Organizational Chart

Appendix B: Governance Charts and Other Governance Information

Appendix C: Official Calendar

Appendix D: Lending Regulations of the University Library

Appendix E: Chief Departmental Advisers

Appendix F: University-wide Councils and Committees

Appendix G: Research Opportunities and Application Procedures

Appendix H: Academic Procession

Appendix I: Affirmative Action Program

Appendix I. A: Grievance Procedures for Alleged Violations of the Affirmative Action Policy

Appendix J: Statement concerning Graduate Assistants, Modified Graduate Assistants, Graduate Associates, and Teaching Fellows

1.0 THE MISSION AND DISTINCTIVE FEATURES OF MIAMI UNIVERSITY

A. The Mission of Miami University

The mission of Miami University is to preserve, add to, evaluate, and transmit the accumulated knowledge of the centuries; to develop critical thinking, extend the frontiers of knowledge, and serve society; and to provide an environment conducive to effective and inspired teaching and learning, promote professional development of faculty, and encourage scholarly research and creativity of faculty and students.

Miami's primary concern is its students. This concern is reflected in a broad array of efforts to develop the potential of each student. The University endeavors to individualize the educational experience. It provides personal and professional guidance; and, it offers opportunities for its students to achieve understanding and appreciation not only of their own culture but of the cultures of others as well. Selected undergraduate, graduate, and professional programs of quality should be offered with the expectation of students' achieving a high level of competence and understanding and developing a personal value system. Since the legislation creating Miami University stated that a leading mission of the University was to promote "good education, virtue, religion, and morality," the University has been striving to emphasize the supreme importance of dealing with problems related to values.

Miami is committed to serve the community, state, and nation. It offers access to higher education, including continuing education, for those who can benefit from it, at a reasonable cost, without regard for race, creed, sex, or age. It educates men and women for responsible, informed citizenship, as well as for meaningful employment. It provides both disciplinary and interdisciplinary approaches to the pursuit of knowledge and to the solving of problems. It sponsors a wide range of cultural and educational activities which have significance beyond the campus and the local community.

B. Distinctive Features of Miami University

A university is its people -- its alumni, students, faculty, and staff. Ideally, to come to know Miami is to know its people. This may be done by studying statistical profiles of Miami's faculty, staff, and student body; by reading a history of Miami and Men of Old Miami; and, most appropriately, by visiting its people on the campus.

A close look at the history and present state of Miami University reveals several basic themes as dominant features that define its uniqueness and give it a special character. Recently enunciated by the University Senate and the Board of Trustees, they are:

1. A Liberal Arts Heritage

A feature in which Miami takes pride is its liberal arts heritage. The educational focus of the University has always been the liberal arts. Even as the University established professional schools in Education, Business Administration, Fine Arts, and Applied Science, the liberal arts have continued to be the integrating element of the student's education. Every undergraduate student is required to take courses selected from the humanities, the natural sciences, and the social sciences.

2. A Public University with Many Qualities of a Liberal Arts College

As a second important feature, Miami University is a multi-campus, publicly-assisted institution which has many qualities frequently associated with a liberal arts college. The strong emphasis on liberal arts already mentioned is part of this picture. Another part is that Miami has, in the recent decades of growth in higher education, limited itself in the development of associate, baccalaureate, and graduate programs to those endeavors, international as well as local, which it believes it can do well. Emphasis has been on a human scale, on quality over quantity, on selective excellence rather than comprehensive coverage.

Still another part of this liberal arts emphasis is that, since the legislation creating Miami University stated that a leading mission of the University was to promote "good education, virtue, religion, and morality," the University has been striving to emphasize the supreme importance of dealing with problems related to values.

An additional characteristic of Miami is that there has been traditionally a deep concern for the student as an individual. A broad range of programs is offered to meet not only the intellectual and aesthetic needs of the student, but also a wide variety of personal and social needs. The residential program and the commitment of individual faculty and staff to counseling and advising have been important factors in maintaining this emphasis.

Miami places its major educational emphasis on undergraduate instruction of superior quality. One of the means by which it has been able to insure such quality has been the admission of students having high intellectual ability and promise, including significant numbers of talented students from out of state. As graduate study has been expanding, the commitment to a strong undergraduate program has remained undiminished. Several important facts bear this out. In the student body, there is a very high proportion of undergraduate to graduate students. A major portion of faculty time throughout the University is devoted to undergraduate instruction. Senior faculty regularly teach lower division courses. Moreover, an indispensable qualification for faculty recruitment and advancement is ability to teach well at the undergraduate level.

3. A Modern University Committed to Graduate Study and Research

No less strong and distinct is Miami's commitment to graduate and advanced professional education. A third feature, one differentiating Miami University from the liberal arts college, may be discerned in its broad range of master's degree programs and in its continuing support and development of doctoral programs selected on the basis of faculty strength, mutual reinforcement and balance, and the needs of society. With limited resources, the University must limit the number and scope of the programs. In the main, the expansion of graduate education has been stabilized.

The emphasis upon graduate study at Miami represents a consensus of faculty and administration. It brings with it the clear recognition that graduate programs require additional talents, efforts, and resources over and above those required by undergraduate education. The growth in graduate education belongs to the post-World War II era, beginning with the differentiation of master's degrees and reaching the present stage of preliminary approval for ten Ph.D. programs. Giving impetus to the developments in graduate education are the demonstrated benefits to a university community from faculty with advanced teaching and research capabilities, substantially expanded library resources, new and improved laboratories, facilities such as the Academic Computer Services and Instrumentation Laboratory, scholar exchanges, and a research office. Closely allied to the expansion of graduate education at Miami is the increased formal support given by the University to research as an integral part of the learning and teaching experience.

Given its progress in graduate education and research, Miami views itself as a modern university with the capacity to function at the highest degree levels.

4. A Residential University Aiming at Total Student Development

A fourth major feature of the University is its residential character. Seventy percent of Miami's students live in residence halls or in University-related housing such as fraternities. For students in residence, the University community is designed to be, as much as possible, a total living environment. For commuter students on all campuses, the University offers co-curricular programs and activities like those available to nonresidential students. Provision is made for many of the personal, cultural, social, and economic needs of the individual. A wide variety of services from health care to career placement and counseling are provided. Contacts between students and faculty outside the classroom are encouraged and activities in which students and faculty can participate together are frequently scheduled. Special care is taken to enhance the physical environment. In these and other ways, the University manifests a commitment to the development of the students.

As a publicly-assisted institution, Miami recognizes its obligation to assist in meeting the critical needs of the state and nation, but it is dedicated to the proposition that the best way of doing this, in terms of the long-range benefit for all involved, is to help individuals develop themselves into persons who are intellectually mature, morally aware, and aesthetically sensitive.

CONCLUSION

The essence of a university cannot easily be captured in words. The basic themes suggest something of the essence of Miami University. They are not matters of accident. As Walter Havighurst's history, *The Miami Years* makes clear, they are developmentally rooted in the history and tradition of both the University and the nation. They are, moreover, closely interrelated with one another. Taken together, the basic themes give coherence to the many activities which take place within the University. They mark out the broad avenues along which Miami University pursues its ultimate goals and general purposes -- its mission.

These statements were approved by the Board of Trustees, 18 June 1976.

[illegible] GOVERNANCE

[illegible] The Corporation

The Corporation of the University, designated as "The president and trustees of Miami University," was established by legislative enactment [illegible]. Subsequent changes in government are recorded in the Regulations of the Board of Trustees, which provide for and regulate the general system of government. A copy of these Regulations is on file in the Office of the Secretary of the University for anyone wishing to read same.

[illegible] Organizational Charts

The structure of the organization and administration of the University is charted in Appendices [illegible] of this manual.

[illegible] Officers of the University

[illegible] The Board of Trustees

The Board of Trustees consists of nine members, as provided by [illegible] of the [illegible] General Assembly, approved [illegible]. These nine board members are appointed [illegible] for a [illegible] term by the Governor of Ohio, with the advice and consent of the Senate. Their names and terms of office are given in both the University Catalog and the University Directory.

The Board meets regularly at least four times a year on dates set [illegible] by the Chairman of the Board. Other meetings may be held at [illegible] the Chairman of the Board or the members of the Board may determine.

[illegible] Executive Administrative Officers

President of the University
Executive Vice President for Academic Affairs and Provost
Vice President for Finance and Business Affairs and Treasurer
Vice President for Student Affairs
Vice President for Development and Alumni Affairs

[illegible] Consulting and Deliberating Bodies of the University

[illegible] University Senate

The University Senate is a legislative body of the University in matters involving educational programs, requirements, and standards, faculty welfare, and student conduct. (Regulations of the Board of Trustees Revised to [illegible].)

1.212 Qualifications for the Several Ranks of the Academic Staff (continued)

"Ability to do scholarly or creative work": It may be taken for granted that a teacher must read widely within and without his own instructional field. Since it is generally recognized that there exists a definite relationship between creative scholarly work and inspired teaching of the highest order, a teacher's activities should include research in the form of original investigation and experimentation and a presentation of the results to his colleagues through publication.

"Institutional usefulness": A member of a college staff should be interested in the institution as a whole. Such interest requires active participation and cordial cooperation in committee work and in other duties to which he may be assigned. For those above the rank of assistant professor, "institutional usefulness" shall normally include ability and willingness to contribute to the solution of the educational problems of the appropriate department and school, and the University as a whole.

The qualifications for the several ranks of the academic staff at Miami University are set forth below:

A. Emeritus Rank

To be eligible for appointment to the rank of Professor Emeritus at Miami University, an individual must: (1) have attained the rank of Senior Instructor or above; (2) have been granted tenure; (3) have been a full-time member of the faculty for at least ten years; (4) retire from Miami University at age sixty or beyond; and (5) be recommened by the President to and approved by the Board of Trustees. (Approved by the Board of Trustees, December 16, 1972.)

B. Professor

Promotion to the rank of professor at Miami University will ordinarily be recommended to the Board of Trustees only for those members of the instructional staff who will enhance the distinguished quality of this group and the academic reputation of the University.

1. Shall hold the earned doctor's degree or its equivalent from an accredited college or university. (It is recognized that the equivalent of a doctor's degree may involve specialized training, study, or experience which does not culminate in a doctorate.)
2. Shall have an established reputation as an inspiring and especially effective teacher.

B. Professor (continued)

3. Shall have a record of continuous productive scholarship, creative achievement or significant research which gives an established reputation within the profession or shall have distinguished themselves in the performance of administrative or other special services either on or off campus.

C. Associate Professor

1. Shall hold the doctor's degree or its equivalent from an accredited college or university. It is recognized that the equivalent of a doctor's degree may involve specialized training, study or experience which does not culminate in a doctorate.
2. Shall have demonstrated ability as a teacher.
3. Shall have demonstrated ability to do scholarly or creative work as indicated by publications or by significant research, or shall have an established reputation in the teaching field.
4. Shall give evidence of institutional usefulness in addition to teaching.

Note: It is recognized that on the teaching staff of any college or university there are those members who do not have the desire or the ability to add to man's accumulated knowledge through productive scholarly work or to contribute to the effective operation of the institution through other non-teaching services, but who are recognized as dedicated and considerably better than average classroom teachers. Under special circumstances and in individual cases, these persons may be appointed to the rank of associate professor.

D. Assistant Professor

1. For a person whose major responsibility is the teaching of academic classes, the doctor's degree or its equivalent from an accredited college or university shall be required. It is recognized that in certain fields the master's degree represents the terminal degree; additional training, study, or experience is desired without a higher degree. Under special circumstances appointments to the rank of assistant professor in academic fields may be made to holders of a master's degree provided well-formulated plans for further graduate study have been established.
2. Shall have evident ability as a teacher.

Revised
15 October 1973
Supersedes
6 January 1972

D. Assistant Professor (continued)

3. Shall evidence ability to do scholarly or creative work.
4. Shall give evidence of institutional usefulness in addition to teaching.
5. Shall give evidence of professional interest by attending and participating in appropriate regional or national meetings of professional societies.

E. Adjunct Professor

Competent men and women in nearby communities who agree to lecture or consult without pay on a continuing basis may be considered for appointment to the ranks of Adjunct Professor, Adjunct Associate Professor, or Adjunct Assistant Professor. The candidate for this position must bring distinction to the department and to the division of his appointment; he must have demonstrated specialized competence which would enrich both students and faculty in the department of his appointment; he should be available to share his research, teaching, and consultative competence with the University community. The Adjunct Professor may occasionally be paid for teaching a degree credit course, but such a role is neither expected nor ordinary.

The title of Adjunct Professor will be granted only on request of departmental faculty and approved by the chairman, dean, Provost, President, and the Board of Trustees. Appointments to this rank will be made on a yearly basis and may be terminated at the discretion of the professor himself, or the University. (Approved by the Board of Trustees, December 18, 1971.)

F. Post-Doctoral Teaching Fellow

The Post-Doctoral Teaching Fellow should have an earned doctorate or its equivalent and should have a definite interest and ability in teaching. The selection of the fellows will be made by the respective academic departments. The Fellow will be appointed for one academic year (3 quarters); renewal may be granted for a second year only.

G. Senior Instructor

The rank is established intermediate between Instructor and Assistant Professor for the purpose of retaining excellent teachers at Miami University, who do not have the doctoral degree or its

G. Senior Instructor (continued)

equivalent in their field, but whose scholarship, teaching competence, and service to the University justify their continuing appointment. Only full-time members of the faculty shall be eligible for this rank, and only after a minimum of three full years and before a maximum of five full years at the rank of Instructor. (Approved by the Board of Trustees, December 16, 1972.)

H. Instructor

1. Shall hold at least the master's degree from an accredited college or university.
2. Shall have evident ability or promise as a teacher.
3. Shall have well-formulated plans for further graduate study unless he holds an acceptable terminal degree.

I. Lecturer or Visiting Professor

Either of these titles may be assigned to an irregular member of the staff, appointed temporarily to conduct instructional work for which he is especially qualified. For purposes of seniority, he may be assigned to the rights of an instructor, an assistant professor, an associate professor, or a professor.

J. "Positional Rank"

All librarians who are not primarily classroom faculty and who hold academic rank are awarded "positional rank." The rank is associated with the position within the Library and is not related to the person. The rank is not in a teaching department, but rather in the academic unit of Library Administration located within the division of University Libraries. Librarians hold rank in accordance with the established list of library positions except that librarians possessing an earned doctorate and occupying a job that carries the "positional rank" of instructor are automatically designated assistant professor. (Approved by the Board of Trustees, June 15, 1973.)

K. Assistant Instructor

1. Shall hold a bachelor's degree or the equivalent from an accredited college or university.
2. Shall have as much specialized training beyond the bachelor's degree as will qualify for a specialized teaching assignment.
3. Shall have definite promise of teaching ability.

1.212 Qualifications for the Several Ranks of the Academic Staff (continued)

L. Teaching Fellow

1. Shall hold a master's degree or its equivalent from an accredited college or university and shall be pursuing the doctor's degree in a Miami University program or in an established cooperative doctoral program.
2. Shall be on Regular Standing in the Graduate School.
3. Shall have a superior academic record.
4. Shall show definite promise of teaching ability.
5. Shall maintain a 3.00 grade point average, meet minimum registration requirements, and satisfactorily discharge his assigned duties.

M. Graduate Associate

1. Shall hold a master's degree or its equivalent from an accredited college or university and shall be pursuing the doctor's degree in a Miami program or an established cooperative doctoral program.
2. Shall be on "Regular Standing" in the Graduate School.
3. Shall demonstrate competence for a non-teaching assignment.
4. Shall maintain a 3.00 grade point average, meet minimum registration requirements, and satisfactorily discharge his assigned duties.

N. Graduate Assistant

1. Shall hold a bachelor's degree from an accredited college or university.
2. Shall have "Regular Standing" in a graduate degree program.
3. Shall maintain a 3.00 grade point average as a graduate student, meet minimum registration requirements, and fulfill assigned duties in a satisfactory manner.
4. Shall be interested in teaching and working with students and a willingness to accept guidance from experienced teachers.

Revised
20 November 1973
Supersedes
1 September 1971

1.213 Restrictions of Employment

1.2131 Employment of Members of the Same Family

Miami University shall impose no restrictions on the simultaneous employment of members of the same immediate family, except that one member of the immediate family may not supervise another. "Immediate family" includes husband-wife, parent-child, and sibling relationships, even if the persons involved do not live in the same household. Direct benefits to an employee (initial appointment, promotion, retention, salary, leaves of absence, etc.) are to be evaluated on the merits of each case. Decisions in these matters shall not be prejudiced, favorably or unfavorably, by the employment status of other family members or their activities, rank, or position.

(Approved by the Board of Trustees, February 16, 1974.)

1.2132 Employment of Persons Holding a Miami Doctorate

The degrees Doctor of Philosophy and Doctor of Education may not be granted to any member of the Miami University faculty or staff who holds an academic rank above that of Senior Instructor.

Effective July 1, 1970, a recipient of a Miami doctorate will be ineligible for employment as a faculty member at Miami; those who had received the doctorate or who were already enrolled in a doctoral program before this date are exempt from this regulation.

1.33 Promotion Policy and Procedures

1.331 Policy.

The following statement of policy regarding promotions in academic rank was presented to the Senate by the Council of Deans on September 16, 1957. It is understood that this statement of policy is to serve as a guide for the future, that there may be justifiable exceptions from time to time, and that nothing in the statement is to affect in any way, adversely or favorably, the present status of members of the faculty.

At Miami University the effectiveness of faculty service will be evaluated first of all in terms of instructional performance. Satisfactory instructional performance is based upon sound scholarship, intellectual integrity, the ability to communicate effectively, and a sympathetic concern for students as individuals.

Sound scholarship in turn implies more than adequate educational preparation in the subject matter content of one's field of special interest. It includes continued intellectual growth through the reading of current writing, attendance at professional meetings, and other study. It means familiarity with the research techniques by which the frontiers of knowledge are constantly expanding and from time to time some direct participation in research endeavor, whether fundamental or applied.

Not all instructional personnel are expected to have the same abilities in equal degree. Some may have great scholarly capacity and yet lack the means to communicate their knowledge and thoughts effectively. Some may make their scholarly contribution more through the critical analysis of research finds than through the exploration of new fields of knowledge. These differences must be recognized and appreciated.

In addition, there is a considerable volume of faculty work in counseling of students, in consideration of academic policy and program, and in the guidance of institutional activities. Such work is time-consuming; it is also essential to the operation of the University.

Insofar as promotion is concerned, the following factors are considered:

a. Demonstrated teaching ability.

3.300 *Policy* (continued)

b. Scholarship as manifested: (a) in degrees, (b) scholarly writing, (c) preparation in the new and related fields.
c. Value to the University as a whole, as manifested (a) by the ability to see the needs of the University over and above the needs of the own department, (b) by constructive counseling with students, (c) by attendance upon and participation in meetings of scholarly associations.
d. Ability to do the type of productive research that is respected by other scholars in the field.
e. Leadership in new and promising educational movements.
f. Moral character -- conduct that will not embarrass the University.

A faculty member may be promoted at the beginning of any academic term if he has earned a new degree since the date of his last appointment and if he has been given prior approval for promotion contingent upon receipt of such degree.

3.400 *Procedure*

The procedure for promotion follows these steps:

a. Divisional deans submit data to the Provost so that he might present a statement on promotions to the President.

b. Department chairmen present student recommendations, accompanied with data which include the faculty evaluation form, to the divisional deans, no later than January 1.

c. Divisional deans submit sealed recommendations, with accompanying data, to the Promotions and Tenure Committee, which usually meets in January.

d. The Promotions and Tenure Committee forwards recommendations, through the Provost, to the President.

e. Recommendations on promotions are taken by the President to the Board of Trustees, usually in February.

f. Individuals approved for promotion by the Board are informed immediately after the meeting. Confirming notification is usually given, via the deans, to the department chairmen; official notice comes from the Office of the President.

g. Promotions take effect at the beginning of the next academic year.

Revised
17 November 1971
Superseding
26 July 1971

E. The Hearing

The Chairman of the Committee or a member of the Committee designated by the Chairman shall preside at the hearing to be held in accordance with the following rules:

1. The hearing shall be scheduled not sooner than ten (10) days nor more than twenty (20) days after service of the charges upon the Faculty member.

2. The Faculty member shall have the right to file with the Committee an answer to the charges.

3. The Faculty member shall be entitled to be represented by legal or other counsel at his own expense.

4. The President or his appointee shall represent the University at the hearing and may have legal or other counsel at the expense of the University.

5. The hearing shall be private.

6. Formal rules of evidence shall not prevail at the hearing and the Committee shall receive any evidence which it believes to be of probative value.

7. The Committee shall make every reasonable effort to assist the Faculty member in securing the attendance of witnesses whom he believes are essential to his defense. Such assistance shall not include financial assistance. Failure of the Committee efforts to secure the attendance of such witnesses shall not be considered a defect in these proceedings.

8. Both the President (or his appointee) and the Faculty member, or their respective counsel, shall have the right to cross-examine all adverse witnesses who testify in the matter. Where the witness does not appear, the identity of the witness and his statements shall be fully disclosed to the other side and opportunity given to answer such statements.

9. A record of the hearing shall be made at University expense by reporter or by electronic methods.

10. Both sides shall be given a reasonable opportunity to present a closing argument. Briefs shall be furnished by both sides upon request of the Committee.

E. The Hearing (continued)

At the close of the hearing, the Committee shall deliberate privately and reach its decision by majority vote. Within ten (10) days after the close of the hearing, the Committee shall report its decision in writing to the President and to the Faculty member but to no other person. If the Committee's decision is appealed to the Board of Trustees as hereinafter provided, then the decision of the Committee shall receive no publicity. If the Committee's decision is not appealed, then publicity shall be limited to a simple statement of the Committee's decision.

F. Appeal

Within five (5) days after receipt of the Committee's decision, either the President or the Faculty member shall have the right to appeal the decision of the Committee to the Board of Trustees for review by sending a registered letter, return receipt requested, to the Chairman of the Board of Trustees requesting review of the Committee's decision by the Board. The Board's review shall be based solely upon the transcript of the hearing, the exhibits admitted into evidence, and briefs, if any. The decision of the Board of Trustees shall be made promptly and shall be final. Publicity shall be limited to a simple announcement of the Board's decision.

G. Suspension During Proceedings

Suspension of the Faculty member during the aforementioned proceedings shall be at the discretion of the President. Such suspension shall be with pay until such time as the Committee shall report a decision in favor of dismissal of the Faculty member. (See Article V, Section 11, Regulations of the Board of Trustees.)

Note the following Board of Trustees resolution dealing with disciplinary matters. "In the event the University Administration determines that disciplinary action should be instituted against a faculty member, such action shall follow the procedures provided by the Board of Trustees; increases in salary and promotion in rank are based on merit and are not matters of right; and, therefore, failure to grant either or both to a faculty member is not disciplinary action subject to the disciplinary procedures provided by the Board of Trustees."

1.2336 Contract of Employment

It is recognized that no contract of employment for more than one year between any member of the Faculty and the University is valid. Notwithstanding this fact, the principle of tenure shall be observed as an act of good faith on the part of the University. At the same time, it must be recognized by all concerned that changes in status or compensation may become necessary at any time because of reduction in financial support of the University. Under these circumstances, the President shall make a full explanation to the Faculty and the action of the Board must necessarily be final and not subject to the aforementioned procedures.

Faculty responsibilities shall be the regularly assigned duties. In addition, full-time members of the faculty are expected to attend all meetings of the University Senate, attend the Annual Commencement Exercises held each year in June, and to annually present themselves at the University Health Service for the purpose of being X-rayed in accordance with the Board of Trustees regulation addressed to this subject.

The regular academic year, here defined as the Fall, Winter, and Spring quarters, begins the Monday prior to the opening University Senate meeting in the Fall and ends the day of the Annual Commencement Exercises in June. For purposes of interpreting the individual quarterly terms, the Fall Quarter begins on the Monday prior to the opening University Senate meeting in the Fall and ends the day of the Informal Commencement Exercises in December. The Winter Quarter begins with the first day of classes, unless the faculty member is assigned delayed registration responsibilities, and ends the day of the Informal Commencement Exercises in March. The Spring Quarter begins with the first day of classes, unless the faculty member is assigned delayed registration responsibilities, and ends the day of the Annual Commencement Exercises in June.

1.2337 "Continuing Contract" of Employment for University Librarians

All professional librarians receive twelve-month appointments which are made annually during the probationary period. During the probationary period of employment each librarian receives performance ratings. After satisfactory completion of the probationary period, professional librarians with "positional rank" of Assistant Professor or above become eligible for a "continuing contract."

Revised
15 December 1973
Supersedes
1 September 1971

1.2337 "Continuing Contract" of Employment for University Librarians (continued)

An individual appointed to a positional rank is eligible, following a 3-5 year probationary period, for a continuing contract.

A. A continuing contract is a contract which shall remain in effect until the librarian resigns, retires or is retired, or is terminated or suspended.

B. However, a continuing contract may be extended only to librarians with the rank of assistant professor and above. Instructors may not hold continuing contract, although time spent as an instructor may apply toward the probationary period for continuing contract when a person subsequently is promoted to a position that carries professorial title-rank. A librarian with the positional rank of instructor may be continued on annual contract for as many years as both parties desire: the limitation on probationary period that applies to classroom faculty does not apply to positionally ranked instructors.

C. A continuing contract assures the individual continued employment as a professional librarian and does not relate to continuation in a specific position.

D. This contract is subject to Ohio law and is contingent upon sufficient appropriations of the General Assembly of Ohio.

E. Positional rank carries with it membership in the University Senate.

(Approved by the Board of Trustees, June 15, 1973.)

1.2338 Termination of Tenure at Age 65, Compulsory Retirement at Age 70

The tenure appointment of a member of the Faculty shall automatically terminate on September 1 immediately following his sixty-fifth birthday. Upon such termination of tenure, said Faculty member may be appointed on an annual basis to continue his teaching; however, such appointment may be terminated by the President at the end of any appointment year if the President believes that the best interests of the University will thus be served. Retirement of a member of the faculty shall be compulsory on September 1 immediately following his seventieth birthday. (See Article V, Section 13, Regulations of the Board of Trustees.)

1.2339 Retirement from Administrative Duties at Age 65

All persons in administration shall be expected to retire from their administrative duties at sixty-five years of age, but the performance of such administrative duties may be continued on a year-to-year basis upon recommendation of the President and approval of the Board but may not be extended beyond the age of seventy years. Termination of an individual's administrative duties by retirement at age sixty-five shall not affect his status as a member of the faculty. For purposes of determining the effective date of retirement, the provisions of the State Teachers Retirement System or the Public Employees Retirement System, whichever is applicable to the individual case, will prevail. (See Article IV, Section 9, Regulations of the Board of Trustees.)

1.2340 Termination of Appointments of Graduate Assistants, Graduate Associates, and Teaching Fellows

Graduate assistantships, graduate associateships, and teaching fellowships are privileges bestowed by the University and may be withdrawn for cause at any time during the academic year at the discretion of the President.

1.2341 Review and Appeal Rights of Non-Tenured Faculty Members

The status of every non-tenured faculty member shall be reviewed annually, this review to take place between December 1 and January 25, and the faculty member may submit any appropriate data on his professional attainments to the department chairman for consideration during the review. A faculty member who is given notice that he will not be reemployed or recommended for tenure may request in writing a statement of the reasons for this action. The request shall be addressed to the administrative body or individual where the denial originated. The request must be made in writing by the faculty member within thirty days after receipt of such notice. The written statement of reasons for denial will be returned to the faculty member within ten days from receipt of the request. The faculty member may also request a reconsideration of his case by making a written appeal to the Provost. This request shall be made within thirty days of receipt of the written statement of reasons for denial, and the reconsideration process shall be completed, and an answer given to the faculty member, no later than thirty days following receipt of the request for reconsideration. (See Article V, Section 12, Regulations of the Board of Trustees.)

1.24 Academic Freedom and Responsibility

1.241 Principles of Academic Freedom

The following statement of principles of academic freedom adopted by the American Association of University Professors in 1940 was approved by the Board of Trustees, June, 1950:

> Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. (The word "teacher" as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.)
>
> Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.
>
> Tenure is a means to certain ends, specifically: (1) freedom of teaching and research and of extra-mural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

1.242 Faculty Responsibilities

Approved by the Board of Trustees, June, 1950, and June, 1972:

A. The teacher is entitled to full freedom in research and in the publication of the results, subject to the performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

B. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

Revised
15 December 1973
Supersedes
20 June 1972

1.242 *Faculty Responsibilities* (continued)

C. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

D. The University also recognizes that the faculty member is an integral part of the institution. While observing the stated regulations of the University, the faculty member maintains the right to criticize and seek revision of University policy, both administrative and academic.

1.25 *Professional Ethics and Responsibilities*

The University Senate, on February 11, 1969, adopted the "Statement on Professional Ethics" of the American Association of University Professors.

A. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests may never seriously hamper or compromise his freedom of inquiry.

B. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

C. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

Revised
15 December 1972
Supersedes
28 June 1972

[illegible] Professional Ethics and Responsibilities (continued)

[illegible]

[illegible]

[illegible] Political Activity

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Revised
[illegible]
Supersedes
[illegible]

1.323 Continuing Education Programs

Objectives and policy for Continuing Education Programs at Miami were endorsed by the Council of Deans (now Administrative Council) and put into effect on September 1, 1968.

Objective: The objective of Miami University in the continuing education area is to provide a maximum continuing learning opportunity tailored to the economic, social, and cultural needs of the various publics and the society which it serves.

Organization: To coordinate efforts toward accomplishment of this objective, the University has established the Office of Continuing Education and Summer Sessions to be responsible for programs on the Oxford Campus and outside Oxford.

Policy:

A. Sponsorship. All continuing education programs must be under the official sponsorship of an academic division of the University. Only those programs which are not otherwise available, which are clearly university-level in content, and in which the University has some substantial contribution to make will be sponsored. The contribution should be the scholarly research or teaching talents of the faculty. Programs which are available through other agencies or which are clearly trade or vocational in nature or of superficial content will not be sponsored.

B. Program Development. The various divisions and their departments have the responsibility for determining needs and developing new continuing education opportunities for their various publics consistent with available resources. Individual faculty are encouraged to suggest new programs and to participate in their development and presentation. It is the policy of the University to recognize and reward outstanding individual accomplishment in this area.

C. Control. To assure proper coordination, all proposals for programs, either new or continuous, must be submitted through the department chairman and the divisional dean to the Office of Continuing Education and Summer Sessions as early as possible. Nature, content, and proposed budget must be specified on the forms provided. No programs will be undertaken without specific prior approval.

The University desires to cooperate with outside organizations in presenting continuing education programs but reserves, in such co-sponsorships, final authority in determining or approving content, staffing, charges, disposition of income, and approval in advance of all publicity associated with the program.

Revised
15 December 1973
Supersedes
11 January 1973

1.323 Continuing Education Programs (continued)

D. Facilities. University program directors will arrange facilities for sponsored events through the Office of Residence Credit Centers and Summer Sessions, which will provide assistance as requested to the extent of available resources. Programs in which only facilities are to be provided will not be sponsored by the University. However, certain educational programs may be conducted in University facilities where appropriate without academic sponsorship if approved by the Office of Residence Credit Centers and Summer Sessions.

E. Costs. Each program should be self-liquidating, through contractual arrangements or by fees charged to participants or both, and should cover all direct costs plus the University overhead of 20 per cent of personnel salaries and wages. Up to one-half of this earned overhead will be returned by the University to the division sponsoring the program.

In certain exceptional cases, programs may be offered in anticipation of incurring a loss provided this is specifically approved in advance by the method outlined above. Such cases must be clearly justified on the basis of their worth to the University in fulfilling its objective of service to society. In all cases, the "Program Budget Proposal" must be submitted in advance and no commitment or expenditure of funds will be made unless included therein or unless specifically approved as an exception.

F. Faculty. Faculty participation in continuing education programs must be approved in advance by the appropriate department chairman and dean.

G. Faculty Compensation. Faculty assignments at Miami University include teaching, research, and University and public service. Faculty activity in continuing education, including development, direction, and teaching in such programs, is a part of total faculty work load and will normally be recognized by a reduction in other types of assignments for the individual faculty member. See under Personnel Policies, Extra Compensation, for University policy on overload compensation.

H. Reporting. As soon as possible after the conclusion of each continuing education program, the director of that program will prepare and file, through his department chairman and dean, a report on the forms provided summarizing the educational and financial outcome of the program.

Revised
15 December 1973
Supersedes
1 September 1970

1.33 Accreditation and Institutional Membership

Miami University is accredited by the North Central Association of Colleges and Secondary Schools as a degree-granting institution at the baccalaureate, master's, and doctoral levels.

The several departments housed within the five academic divisions of the University, along with the University itself, are accredited by or hold institutional membership in the following listed organizations:

American Association of Colleges for Teacher Education
American Association of Collegiate Schools of Business
American Association of State Colleges and Universities
American Chemical Society
American Council on Education
American Psychological Association
Association of Collegiate Schools of Architecture
Mid-American Conference
National Architectural Accrediting Board
National Association of Schools of Music
National Association of State Universities and Land Grant Colleges
National Association of Summer Sessions
National Collegiate Athletic Association
National Council for the Accreditation of Teacher Education
National League of Nursing
National University Extension Association
Ohio College Association

1.4 Organization of the Business Affairs Division Staff

1.41 Administrative Officers of the Business Affairs Staff

Vice President for Finance, Business Affairs and Treasurer
Director of Business Affairs
Director of Financial Affairs
Director of the Physical Plant
Director of Personnel
Budget Director
Internal Auditor
Management Information and Systems Officer

Please refer to the Miami University Directory for a complete listing of departments and their personnel under the responsibility of the appropriate Business Affairs Administrative Officer.

1.5 Organization of the Student Affairs Division Staff

1.51 Administrative Officers of the Student Affairs Staff

Vice President for Student Affairs
Dean for Program Development
Dean of Student Life
Assistant Dean for Community Learning (Western College)
Associate Dean for Residence Learning
Assistant Dean for Administrative Services and Housing Assignments
Assistant Dean for Co-Curricular Programs
Director of Student Counseling Services
Director of Admission
Director of Student Financial Aid
Director of Educational Opportunity Office
Administrative Assistant to the Vice President for Student Affairs

Please refer to the Miami University Directory for a complete listing of departments and their personnel under the responsibility of the appropriate Student Affairs Administrative Officer.

1.6 Organization of the Development and Alumni Affairs Division Staff

1.61 Administrative Officers of the Development and Alumni Affairs Staff

Vice President for Development and Alumni Affairs
Director of Alumni Affairs
Assistant Director of Alumni Affairs
Director of Development
Assistant to Director of Development
Editor of Alumni and Development Publications
Assistant Editor
Office Manager
Coordinator of Museum Collections
Administrator, Sesquicentennial Chapel

Please refer to the Miami University Directory for a complete listing of departments and their personnel under the responsibility of the appropriate Development and Alumni Affairs Administrative Officer.

1.7 Organization of the Office of the President

1.71 Administrative Officers

The following individuals, in addition to the four vice presidents, report directly to the President:

Administrative Assistant to the President
Personal Secretary to the President
Director of Intercollegiate Athletics
Director of Public Information
Secretary of the University
Affirmative Action Officer

Please refer to the Miami University Directory for a complete listing of departments and their personnel under the responsibility of the appropriate administrative officer reporting directly to the President.

Revised
1 September 1975
Supersedes
1 November 1974

2.0 FACULTY RESPONSIBILITIES AND RELATIONSHIPS

2.1 Registration and Enrollment

2.11 Registration. The Office of the Registrar may be obliged to call upon certain members of the faculty and staff to aid in registration inasmuch as it is not feasible to staff that office sufficiently on a permanent basis to handle peak work loads. Even though the advance registration system for continuing students and entering freshmen and other new students takes care of a majority of students, it is still necessary to call upon the advising services of each division and designated faculty members.

2.12 Class Lists. On the first day of classes, if possible, class lists will be made available to the faculty for each course and section, listing students who have registered and cleared their fees. Class lists will be provided during the first week of classes and at the end of the 2nd, 4th, and 7th weeks of each quarter, reflecting the changes in program, late paid registrations, withdrawals, and the like. Any discrepancies between the list and the class roll book should be brought to the attention of both the student and the Office of the Registrar at once. By this means, if any corrections are necessary, they may be taken care of before issuance of the final grade reporting scanner forms or mid-term grades for freshmen in the fall quarter. Copies of the class lists are supplied to the instructors, the deans and the Office of the Registrar.

2.13 Student Exclusion Notices. From time to time faculty members may receive notices from the Office of the Registrar requesting that a certain student be barred from class in order to force attention to important financial obligations. This regulation of the University Senate is not to be construed as an affront to the student. It is imperative that the instructor cooperate with the University through the only means available to hold the student to his/her financial responsibility.

2.14 Change of Schedule. Changes of Schedule will be handled through the Office of the Registrar. No signatures are required to process a change of schedule during the first two or three days of any quarter with the exception of the summer quarter. If a course is closed, the student will be required to obtain the signature of the instructor and department chairman. After computer terminal change of schedule in the first week of any quarter, the signature of the instructor or a person designated by the department is needed to drop a course.

Revised
1 September 1975
Supersedes
27 March 1972

3.1 Registration and Enrollment (continued)

3.18 Size of Classes. The maximum size of each class section is fixed by the department chairman with the approval of the Dean and Provost and is based on the optimum size for effective teaching and the capacity of available classrooms. After a section of course is closed only the department chairman has the authority to add students to it, and only after he or she has final ascertainment from the Registrar that a classroom is available.

3.2 Standards of Instruction

3.21 Length of Teaching Period. The academic year consists of three quarters of eleven weeks each, the eleventh week is set aside for final examinations. Faculty members are expected to be on duty beginning with the opening Senate meeting in the fall and continuing through the June Commencement. Teaching in the fourth or summer quarter is optional.

Faculty members are entitled to all academic vacations and to all legal holidays observed by the University.

3.22 Teaching Load. There is no policy on teaching load that applies absolutely throughout the University; hence there are differences among academic divisions and among departments. Within academic divisions and departments differences in teaching load reflect the differing commitments to research, administration, teaching, and the tenure and experience of the faculty, as well as the differing market conditions, accrediting standards, and academic traditions of the disciplines.

3.23 Attendance and Absence

3.231 Faculty. One of the primary obligations of each member of the faculty is to meet all class engagements for he or she is scheduled.

An instructor who expects to be absent from any classes should obtain ahead of time the permission of the dean of the appropriate division and the chairman of the appropriate department. Emergency absences should be reported to the appropriate chairman immediately.

Faculty members shall conduct the entire meeting of each class before and after each vacation period unless excused by the Dean concerned. (University Senate regulations of June 8, 1966.)

Revised
1 September 1976
Supersedes
1 September 1971

[illegible] Standards of Instruction continued

[illegible] Attendance and Absence continued

[illegible] Students. [illegible] University does not have a general class attendance regulation. Every student is expected to attend every class session of the courses for which he or she is registered. The determination of individual class attendance requirements and their enforcement rest with each individual [illegible].

The President approves the inter-collegiate athletic schedules of the University. All trips off campus by classes or by organized groups such as the Band, Glee Club, Debate Team, drama teams, and similar groups, are approved by the appropriate academic dean.

Instructors should inform their classes of the attendance requirements, and of the circumstances or conditions under which absences will be excused. A student who does not attend regularly or who fails to meet the attendance requirements of the instructor may be reported to the Registrar and be dropped from the course with a grade of "W," with or "Fail" notification being sent to the student. A student may not subsequently drop this course without grade of "F."

[illegible] Advising and Counseling

[illegible] Faculty Office Hours. Each faculty member is expected to establish and maintain regular office hours in order that he or she may be readily accessible to students and staff. They should notify their department chairman of these hours and post them on their office door. As soon as the beginning of the semester each faculty member should also inform the students of such hours.

[illegible] Advising. Most faculty serve as academic advisors to students who are assigned them by the department chairman or designated individual. Students usually remain with their advisor throughout their undergraduate career or as long as they continue to major within the division and department of his advisor.

Besides advising students on immediate academic problems and long-term academic programs, advisors also discuss with them the vocational and career opportunities and opportunities for graduate study in the field of their major, as well as the scholarships and fellowships available to them. They also write recommendations for students applying for jobs or to graduate schools.

Revised
1 September 1975
Superseded
27 March 1976

[illegible]

[illegible] **[illegible]** [illegible]

[illegible]

[illegible]

[illegible] **[illegible]** [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

- [illegible]
- [illegible]
- [illegible]

[illegible]

- [illegible]
- [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]

[illegible] **[illegible]** [illegible]

[illegible] **[illegible]** [illegible]

[illegible]

[illegible] [illegible]

[illegible] [illegible]

[illegible]

[illegible]

[illegible] **[illegible]**

[illegible] **[illegible]**

[illegible]

[illegible] [illegible]

[illegible] [illegible]

[illegible] [illegible]

[illegible] [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

B. Student Classification

1. A freshman student is defined as a student who has attempted less than 45 hours at Miami or elsewhere.
2. An upperclassman is defined as a student who has attempted 45 or more credit hours at Miami or elsewhere.

C. Academic Probation

1. A freshman will be placed on academic probation at the end of any quarter in which his cumulative average is less than 1.700.
2. An upperclass student will be placed on academic probation at the end of any quarter in which his cumulative average is less than 2.000 regardless of the number of hours he has attempted in that quarter.

D. Removal of Academic Probation

1. If a freshman's average for the quarter is 1.700 or better, he shall be removed from academic probation.
2. If an upperclass student's average for the quarter is 2.000 or better, he shall be removed from academic probation regardless of the number of hours he has attempted in that quarter.

E. Continued on Academic Probation

At the close of a quarter of academic probation:

1. If a freshman's average for a quarter is 1.700 or better, but his cumulative average is less than 1.700, he shall be continued on academic probation.
2. If a freshman's average for a quarter is 1.700 or better, and his cumulative average is a 1.700 or better, and he is attempting less than 9 hours in the current quarter, he shall be continued on probation until the number of hours attempted or completed reaches or exceeds 9 hours, at which time academic action will be taken.
3. If an upperclass student's average for a quarter is 2.000 or better, but his cumulative average is less than 2.000, he shall be continued on academic probation regardless of the number of hours he has attempted in that quarter. Exception to this regulation would be those students who are subject to suspension or dismissal on the basis of a 9 or more hour increment.

Revised
1 September 1975
Supersedes
1 September 1971

2.43 Academic Regulations (continued)

F. Academic Suspension

1. A freshman on academic probation will be suspended if his average for a quarter is less than 1.700.
2. An upperclass student on academic probation will be suspended if his average for a quarter is less than 2.000.
3. The period of suspension is three quarters in length. Refer to Student Handbook Section 307a, regarding readmission.

G. Academic Dismissal

1. A second academic suspension for low scholarship constitutes an academic dismissal.
2. The period of academic dismissal is two calendar years. Refer to Student Handbook Section 307b, regarding readmission.

Grades and credit hours earned in student teaching and courses taken under Credit/No Credit programs are disgarded in the computation of quarter and cumulative averages and are not considered in determining academic actions.

Restrictions for students on probation and for those under suspension are given in detail in the Undergraduate Academic Regulations, Section 306.

When dropping a course within six calendar weeks from the date when classes begin, no grade shall appear on the student's record. After this date, any student making a grade of "C" or better may drop a course without a grade of "F" and no grade will appear on the record. In other cases, any student who drops a course, shall receive an "F" in the course, unless permitted to drop without grade by the Committee of Advisers in his division, with concurrence by the Inter-Divisional Committee of Advisers. In the Summer Terms of the fourth quarter, dropping a course will not be permitted after the Friday of the third week for all students.

Revised
1 September 1975
Supersedes
27 March 1972

2.5 Curriculum Change Categories and Request Procedures

A. Procedures to follow in introducing new courses and changes to existing courses are set forth below:

1. Permanent Curriculum Changes.

Any new course or revision of an existing course in any of the academic divisions of the University shall first be referred from the department to the divisional curriculum committee after consultation with other departments where appropriate. (All curricular change requests, except for courses to be deleted, require submission of either a major or minor curriculum change request form.) The divisional curriculum committee will review and act on all proposals; the committee's report is then submitted to the faculty, via the dean, for divisional action. Undergraduate course actions are forwarded, via the dean, to the Office of the Secretary for review by the Provost. Graduate course actions are forwarded, via the dean, to the Office of the Secretary for review and action by the Graduate School, prior to review by the Provost. If objections to proposed curriculum changes are raised, the appropriate deans and department chairmen will usually meet to resolve the problem.

The final step in the submission of curriculum change request proposals requires the approval of the Provost. Upon such approval, the Provost will direct the Secretary to report said changes to the Registrar for inclusion in the Permanent Course Master File. Concomitantly, the Secretary will report the same information to the appropriate divisional deans, department chairmen concerned, and the University Council.

2. Ad Hoc Curriculum Changes.

When circumstances such as changes in staff or enrollment demand special course offerings, the Provost is authorized to grant ad hoc approval. If appropriate, a department may wish to avail itself of this provision to test a new course prior to seeking approval as a permanent addition to its departmental offerings. Any special course or curriculum offered under this ad hoc provision may be offered for one-time only, after which the course must be approved following permanent curricular procedures before it can be offered again. All one-time only curriculum change requests must be accompanied by a syllabus and shall be forwarded, with a recommendation, by the appropriate divisional dean to the Provost. If the one-time only curriculum change request involves a graduate-level course, a copy of the request and syllabus shall also be forwarded to the Graduate Dean.

Revised
1 September 1975
Supersedes
1 September 1971

2.5 Curriculum Change Categories and Request Procedures (continued)

B. Categories of Curriculum Course Changes

1. New Courses.

After departmental approval of a proposed new course, the department chairman shall submit a specified number of copies of the major curriculum change request form, together with a complete syllabus, to the divisional curriculum committee, or group functioning in that capacity, of the academic division involved. (See Section 2.5.A (1) for further details.)

2. Revision of Existing Courses.

Any revision of an existing course requires the submission of an up-dated syllabus and either a major or minor curriculum change request form. (See Section 2.5.A (1) for further details.)

The following revisions in an existing course require the use of the major curriculum change request form:

a. increased credit hours
b. course content change (includes new modifiers)
c. course number change outside current level
d. cross-listed course

The following revisions in an existing course require the use of the minor curriculum change request form:

a. change in title
b. number change within level
c. reduction of credit
d. change of variable credit within maximum

3. Course No. 300 - Special Topics, use of

Course No. 300 is available for use by all academic departments in the University. This course has a 1-4 credit hour restriction. This course, which is to be offered in response to student request only, in conjunction with instructor consent, and with the approval of the dean of the appropriate academic division, has the title "Special Topics." A student may apply no more than eight (8) credit hours toward a baccalaureate degree in all courses carrying this number. The course content may be offered only once without receiving further approval through permanent course approval channels.

Revised
1 September 1975
Supersedes
1 September 1971

2.5 Curriculum Change Categories and Request Procedures (continued)

3. Course No. 300 - Special Topics, use of (continued)

Implicit in this curricular policy are the following understandings:

a) All proposed 300 numbered courses "Special Topics" must be approved by the chairman of the department from which it is emanating.

b) "Special Topics" course proposals are to be sumitted by the chairman of the department to the appropriate dean for action.

c) Course proposals should be submitted in syllabus form. Syllabi should include: course title, description, prerequisites, instructor, number of meeting times and credit awarded, required reading, course content, and projected student enrollment.

d) A list of students' names requesting the offering of the "Special Topics" course should be attached to the course proposal.

e) The 300 numbered course is not to be used in order to test new course ideas on a one-time only basis, thus avoiding permanent curriculum approval channels. (See Section 2.5.A (2) for option to test new courses.)

4. Course No. 340 - Extended Independent Study

Each department within the University is authorized to offer a course number 340. Course number 340 is specifically offered for extended independent study and/or internship in the context of an investigation. Such courses shall be worth from one to 20 credit hours per term as determined by the instructor and student. Any student, sophomore or above, may apply a maximum of 20 credit hours from courses numbered 340 toward a baccalaureate degree. Students pursuing internships, after having made a "contractual arrangement" with the instructor, receive course credit whether or not the internship carries with it financial remuneration. All extended independent study plans must have the prior approval of the instructor, department chairman and divisional dean.

5. Courses with modifiers

Any permanently approved course may have modifiers to allow students to register for the course more than once or to give specific content (hence, different titles) to very large bodies of material. Requests for new modifiers require submission of a major curriculum change request form. Modifier courses shall be placed in the catalog and Permanent Course Master File. (See Section 2.5.A (1).)

6. Special one-time only courses (See Section 2.5.A (2) for procedures.)

   The Provost may approve special course proposals upon presentation of the appropriate form and a complete syllabus. Such approvals are normally only granted due to extenuating circumstances such as unforeseen enrollment demands, changes in staff, or the testing of a new course which would make such ad hoc action advisable. Such a course cannot be offered a second time until permanent approval is granted.

7. Graduate Credit Approval

   Courses proposed for graduate credit numbered 500 and above must be approved by the Graduate Council. Such approval is required before the Provost is asked to approve a graduate level course. (See Section 2.5.A.)

8. Spring, early termination and modular courses

   Please refer to Sections 2.5.A and 2.5.B (1), (2) regarding the approval procedure.

9. Deletion of a course

   Any course may be deleted at any time. This requires only the department concerned notifying the divisional curriculum committee of such departmental action. The divisional dean shall then forward such information to the Secretary who will note such action "for the record." Any course so deleted automatically loses all approval status; consequently, if said course is to be offered at a later date, the regular approval procedure must be followed.

   Special Note:

   Every course must be offered at least once every three years to remain on the Permanent Course Master File. Any course not offered at least once in the proceeding three years will be deleted. A department wishing to offer the course must then follow the prescribed procedures for the approval of new courses before the course may be offered again.

3.4 *Curriculum Change Categories and Required Procedures* (continued)

C. New degree programs at the undergraduate and graduate level

1. Undergraduate

Any curriculum or program leading to a new undergraduate degree must be approved by:

1. the faculty of the division in which the new degree is to be established
2. the University Council and University Senate
3. the President and Board of Trustees
4. the Ohio Board of Regents

2. Graduate

Any program leading to a new Graduate degree must be approved by:

1. the faculty of the division in which the new degree is to be established
2. the Graduate Council
3. the University Council and the University Senate
4. the President and Board of Trustees
5. the Ohio Board of Regents

D. New fields of concentration within an existing degree for both undergraduate and graduate programs

1. Undergraduate

Any new undergraduate emphasis, pattern of studies, to be recorded as transcript notation in an existing field of concentration degree program must be approved by:

1. the faculty of the division in which the emphasis is established
2. the University Council and University Senate

2. Graduate

Any new graduate emphasis, pattern of studies, to be included as transcript notation in an existing field of concentration and degree must be approved by:

Revised
1 September 1975
Supersedes
1 September 1971

2.5 Curriculum Change Categories and Approval Procedures (continued)

B. New fields of concentration within an existing degree for both undergraduate and graduate programs (continued)

7. the Faculty of the division in which the concentration is established
8. the Graduate Council
9. the University Council and University Senate

The Registrar is enjoined from recording credit or permitting publication or advertisement for any course or curriculum not duly approved under the foregoing regulations. Unless specifically authorized by the University Senate President, the Registrar will provide a permanent repository for all curriculum and course approvals.

#

NOTE: The foregoing regulations apply to all academic and curricular offerings by the University.

Revised
10 August 1976
Supersedes
1 September 1971

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

a. [illegible]

b. [illegible]

[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

[illegible]

- [illegible]
- [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

3.122 Reference (continued)

There are also departments of Special Collections, Documents, and Instructional Materials Center, which house special materials. Also available is the Audio-Reference Room which is located on the ground floor of King Library and is equipped with high fidelity listening facilities.

Reference librarians or reference assistants are available at the reference desks in each department, and they also welcome library users to their offices in King Library for extended consultation and assistance.

3.123 Interlibrary Loans

Before attempts are made to borrow research materials from other institutions, efforts are made by the Research Librarian to meet the needs of the library user through expert bibliographical knowledge and skills. Library users, especially graduate students and faculty, are urged to contact the Research Resources Librarian for assistance with all needs which relate to library materials.

3.124 Reserve Books and Materials

Heavily used books and other library materials are placed on reserve in King Library. In order to assure excellent reserve services, faculty members should submit an accurate list to the Loan Librarian as soon as possible in advance of the date the reading assignment will be made. When materials are no longer needed for reserve, the faculty member should notify the Loan Librarian at once in order that the material may be returned to normal circulation.

3.13 Acquisitions/Book Budgets

Students and faculty are urged to participate in the development of the University's teaching and research collections. Suggestions for book purchases from students may be put in the suggestion box in King Library.

Every year each academic department is allocated a specific book fund which has been set aside for the purchase of books and periodicals. Book request forms are furnished to each academic department along with instructions for routing

**Revised
27 March 1972
Supersedes
1 September 1971

requests to the library for purchasing. More information about departmental book funds may be obtained by calling the office of the assistant director for readers' services.

3.2 Audio Visual Service

The Audio Visual Service assists in the teaching process by providing instructional materials and services for classroom instruction. Media Specialists are available to help the faculty member identify and solve teaching problems; select, preview, and schedule materials; plan and design materials for local production; and to suggest and introduce new presentational techniques into the teaching environment.

A comprehensive production facility is equipped with capabilities for still and motion photography, microfilm production and copying, graphics design, offset reproduction, overhead transparency production, and audio recording.

The Audio Visual Service maintains a collection of over 600 instruction films which are available on loan to the faculty. These materials are augmented by a complete line of projection and recording equipment. Training in the use of equipment and materials is provided faculty members, or if preferred, student projectionists may be requested.

Equipment, materials, and services are available to the classroom at no cost. Services are also available to campus administrative units, to faculty research, and to students at a modest charge for materials only.

3.3 Services of the University Computer Center

The Computer Center, a division of the Southwestern Ohio Regional Computer Center, in Hughes Laboratories, houses the Academic Computer Services, Administrative Data Processes, and Computer Operations. Services and equipment are provided to University personnel, in accordance with budgeted allocations for academic and administrative programs. Authorization for the use of specific equipment may be obtained through the office of the appropriate service.

The Academic Computer Service. This service provides consultation for faculty and staff engaged in research or in the instructional applications of computers. Consultants are available to help with experimental design and analysis problems. Programming activities of the staff are, in general, restricted to the development of computer solutions to problems of a general nature.

Computer equipment for academic application is coordinated by the Academic Computer Service and includes the keypunches and communications terminals located in various academic buildings. Requests for project-account-numbers and for academic use of the main computing facility should be made through Academic Computer Services. Projects having extramural support are expected to provide the funds for special programming and data preparation.

Administrative Data Processing. This service staff provides all programming work associated with the development and maintenance of approved computerized administrative information processing systems. Specialists also provide consultation on software and hardware applications. The ADP staff also provides data services in the form of key punching and verification, punched card manipulation, optical scanner operation, and paper tape to magnetic tape conversion - to both faculty and administrative offices. ADP executes schedule coordination and operation of all computerized administrative information processing systems for the responsible University offices.

The manner in which the various services are requested and the method used for evaluating and assigning priorities to these requests are described in Miami University Instructions and Procedures, available in the offices of department chairmen.

Computer Operations. A staff of computer operators is responsible for operating and maintaining the computer facilities. Information concerning the equipment and its location, as well as the hours of operation, may be gained by calling the Manager, Computer Operations.

Revised
1 November 1974
Supersedes
27 March 1972

3.4 Textbook Orders

Orders for textbooks are submitted by the departments to the bookstores on or before dates specified by the Registrar. For the Fall Quarter, the usual date is May 1; for the Winter Quarter, November 1; and for the Spring Quarter, February 1.

Unless the department has other arrangements, it is the responsibility of the individual faculty member to secure his own desk copies of textbooks.

3.5 Research Opportunities and Support

3.51 General Information

It is the policy of the University to encourage research on the part of faculty and staff. This encouragement includes the endorsement and support of acceptable proposals for on- and off-campus grants or contracts. On-campus support may be obtained from the Faculty Research Committee and may take various forms. Off-campus support must be integrated with the regular educational and research functions of the University (see below).

To assist faculty and staff in learning of opportunities for research and support, Miami is a participating institution in the Office of Federal Programs. This office, operated by the American Association of State Colleges and Universities, is located in Washington, D.C., and serves as liaison between governmental agencies and private foundations on the one hand and the University on the other. Visits to campus by O.F.P. representatives serve both to inform sponsoring organizations of Miami's interests and potential and to inform faculty members of appropriate current or pending programs and projects. Other services provided by O.F.P. include (1) a monthly analysis of new legislation,

3.51 General Information (continued)

agency guidelines, and program development, (2) monthly reminders of coming deadlines, (3) a comprehensive system for retrieving information about federal programs, (4) semi-annual two-day seminars in Washington, (5) regional meetings, (6) the use of office space and facilities for University faculty members in Washington on research business, and (7) the arranging of meetings between agency personnel and University faculty. By making use of these services, individuals or departments may better realize their research expectations.

Miami also subscribes to materials and information provided by the several federal and private agencies. Up-to-date files offer interested faculty guidelines or procedures to be followed and any special information pertinent to the agency itself or to the type of research it supports. These materials are available in the Office of the Graduate School and Research (102 Roudebush Hall).

3.52 On-Campus Support (Faculty Research Committee)

The Faculty Research Committee, a committee of University Council, is charged with the responsibility of awarding support to individuals or teams for specific projects. This support is provided from the University's General Funds and may take the form of:

(1) summer research fellowships,
(2) graduate research assistants,
(3) equipment and supplies,
(4) limited travel expenses,
(5) page-cost charges,
(6) student wages, normally within the Work-Study Program,
(7) reprints of articles.

Revised 27 March 1972
Supersedes 1 September 1971

3.52 On-Campus Support (Faculty Research Committee) (continued)

All awards are made in open competition from applications received, but budgetary restraints allow only limited funds for any given research project. Additional information regarding support, regulations, limitations, and deadlines is published and circulated widely at the beginning of each academic year. Necessary application forms and further assistance are available from the chairman of the Committee or from the Office of the Graduate School and Research, 102 Roudebush Hall.

3.53 Leave-of-Absence. A faculty member may be allowed a leave of absence for one year without Miami compensation, to carry on research or to accept an outside assignment which will enhance the worth of the faculty member to the University. In these cases, salary increments and promotions will be stated as if the faculty member were in residence during the period. Under appropriate circumstances, a leave-of-absence may be extended to a second year. During the period of appointment, no supplementary employment may be engaged in or undertaken. Leaves of absence without pay may be granted at the President's discretion, subject to approval of the Board of Trustees, under the following conditions:

1. The applicant must hold the rank of assistant professor or above.
2. He must be a tenured member of the faculty.
3. He must have been a full-time member of the faculty for at least five years or have held one of the professorial ranks for at least three years.
4. Applications must be approved by the departmental chairman, the divisional dean, the Faculty Research Committee and the Executive Vice President for Academic Affairs and Provost. No application which tends to weaken the departmental academic offering will be approved and not more than one leave per department will be approved in a given academic year except under extraordinary circumstances to be determined by the President.

(Arrangements for these leaves are made to suit particular needs and circumstances, as noted, but they must also satisfy existing state laws and conditions.)

Revised
27 March 1972
Supersedes
1 September 1971

3.54 Miami University Travel Regulations

These regulations are to be applicable to all divisions of the University. They were revised and approved by the Board of Trustees on 14 June 1976 and supersede all similar rules and regulations previously published or adopted by the University.

3.541 General Provisions

1. Total annual travel expenditures for an administrative unit of the University must not exceed the budgetary allotment for such purposes.

2. All travel for which reimbursement of expenses will be claimed must be approved in advance of the travel by the administrative official charged with the responsibility of administering the budgetary allotment to which such expenses will be charged. For instructional personnel this is normally the dean of the college. The administrative official will indicate approval by completing the "Travel Authorization" form. Instructions for completion and distribution of this form are set forth in Section 3.543 of these regulations.

3. No reimbursement should be made for expenses in excess of the total amount authorized for a trip.

4. In many instances reimbursement may be made for only a part of the total expenses incurred by a traveler.

5. Travel expense reports should be filed within three working days after return to the campus. Receipts are required for transportation expenses if travel is by public conveyance, for lodging expenses, for registration fees and for parking and toll charges. Copies of the report form may be obtained from 207 Roudebush Hall, or in the office of the appropriate dean.

6. Travel expense reports must be approved (signed) by the administrative official responsible for the budgetary allotment to which the travel is to be charged.

7. Travel expense reports must show departure and arrival times for each day that travel is involved. Each day claimed by the traveler will be listed on a separate line of the travel expense report.

8. All expenses listed under "Transportation expense - common carrier and other," and "miscellaneous" must be detailed on the reverse of the travel expense report.

9. After expense reports are approved, they should be forwarded to the Staff Affairs Office, 207 Roudebush Hall. All payments will be mailed to the traveler as soon as processing is completed.

Revised
14 August 1976
Supersedes
1 September 1971

5.00 General Provisions (continued)

3. Any travel expense report not completed according to these regulations, will be returned to the traveler for resubmission.

5.00 Purposes of Travel

A. The University recognizes travel for three different purposes. These three purposes are (1) official representation of the University, (2) research investigation, and (3) attendance at meetings of professional societies.

B. Official representation of the University involves travel in connection with applications for gifts, grants, contracts, and loans with other financial organizations, with the recruitment of necessary personnel for the University, with accreditation of the University, and with representation of the University in the conduct of other necessary functions away from the campus proper.

C. Research travel is performed in connection with the investigations authorized by a specific research grant. Such travel shall be governed by terms of the research grant. In the absence of specific terms and conditions, these rules and regulations shall apply. All research travel must be approved prior to commencement of the travel. The "Travel Authorization" form is to be used for this purpose. It is the responsibility of the Project Director to be familiar with the travel regulations of the grantor. In no instance may reimbursement be made in excess of the amount allowed by the grantor.

D. The University encourages travel of faculty members for attendance at meetings of professional societies to the extent that budgetary limitations permit. Each academic dean has a budgetary allotment for this purpose and the faculty member's request for reimbursement of these expenses should be submitted to the appropriate dean. It is expected that preference will be given to those faculty members who are officers of the professional society or who are invited to participate in the program by presiding at a panel session or by presenting a paper of professional importance. The dean of the college may provide for partial reimbursement of expenses incurred for such travel instead of providing the maximum amount authorized by these regulations. It is anticipated that this will be done in many situations in order to enable more faculty members to attend professional meetings.

Revised
1st August 1978
Reprinted
1 September 1978

[illegible] [illegible]

a. [illegible]

b. [illegible]

c. [illegible]

d. [illegible]

e. [illegible]

[illegible] [illegible]

[illegible]

[illegible] [illegible]

a. [illegible]

[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

[illegible] ______________________ [illegible] ______

[illegible] ____

[illegible]

[illegible] ____

[illegible] ____

[illegible] ____

____

____

[illegible] [illegible] ___ [illegible] ___ [illegible] ___

[illegible] ____

[illegible]

[illegible]

[illegible] ______________________ [illegible] ________

[illegible]

____________ [illegible] ____________ [illegible] ________

[illegible]

____________ [illegible] ____________ [illegible] ________

[illegible]

____________ [illegible] ____________ [illegible] ________

____________ [illegible] ____________ [illegible] ________

[illegible]

[illegible] ______________________ [illegible] ________

[illegible] [illegible] ________

____

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible]

[illegible] **[illegible]**

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] **[illegible]**

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] **[illegible]**

[illegible]

[illegible]

[illegible] [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] [illegible]

[illegible]

[illegible]

3.56 Off-Campus Support

Research projects conducted under the auspices of the University and supported in whole or in part through off-campus funds must be approved, before acceptance, by the Executive Vice President for Academic Affairs and Provost and the Vice President for Finance and Business Affairs and Treasurer.

The University shall generally accept funds for research from sponsors outside the University by a gift, a grant, or a written and bilaterally executed contract.

Following informal negotiations with the sponsoring agency, public or private, the researcher normally prepares a proposal, which considers such items as the following: salaries and wages, employer's contributions to the State Retirement System, other fringe benefits, expendable supplies, equipment, travel expenses, publication costs, other direct costs, and an allowance for indirect costs to the University. Indirect costs are generally determined on a percentage basis, but in cases where the established policies of the sponsoring agency are in conflict with the University's policy, necessary adjustments may be approved.

Assistance in the preparing and placing of proposals will be provided by the Dean of the Graduate School and Research or by his Special Assistant for Research. All proposals must be usbmitted at least one week before they are due, so that necessary clearances from the departmental chairman, divisional dean, the Vice President for Finance and Business Affairs and Treasurer and the Executive Vice President for Academic Affairs and Provost can be secured. All proposals are signed on behalf of the University by the Vice President for Finance and Business Affairs and Treasurer. To speed clearnace, all proposals must be accompanied by the University Transmittal Form obtainable in the Graduate School Office, which insures the necessary review and approval within the University.

Revised
27 March 1972
Supersedes
1 September 1971

3.6 Public Service Opportunities and Support

The University recognizes its responsibility to serve the public as well as to instruct students and support faculty in research, and it appreciates the mutual benefits that accrue to the University and the larger community when this responsibility is fulfilled so as to supplement and enrich instruction and research. In order to insure, therefore, the integration of its multiple responsibilities to the end of securing these benefits, the University commends the following guidelines to faculty and staff who may become involved in public service and seek the support of the University:

A. Before the University commits any of its instructional and research resources to a public service project, no matter how worthwhile, there must be clear evidence that the project strongly supports its other functions of instruction and research.

B. The burden of proving the usefulness of the project to instruction and research is upon those recommending it and not upon the University.

C. The University will use none of its resources to support a project for which public or private resources are available except as the project supports instruction and research.

D. The University will support no project which requires the employment of professionals not useful to the academic departments or in some way to instruction and research except in authorized and funded public service programs.

3.7 Guest Lecturers

A faculty or staff member who is interested in bringing a guest lecturer to campus should initially seek funds from the academic department. If funds are unavailable there, he should go to the divisional dean, who is authorized to allocate funds from the University lecture fund, which has been divided among the academic divisions.

Funds for a lecturer whose subject is of interest to the general University community may be available in the Office of the Executive Vice President for Academic Affairs and Provost.

Additional funds for speakers are sometimes available from the Office of Development and Alumni Affairs, the YWCA treasury, and the various class treasuries.

Providing lodging and meals for an outside speaker is the responsibility of the faculty or staff member who brings the speaker to campus, unless the individual is designated an official guest of the University by the President.

Revised
27 March 1972
Supersedes
1 September 1971

4.0 PERSONNEL POLICIES

4.1 Salaries

4.11 Increments

Annual salary increments for faculty contain two elements: an across-the-board, cost-of-living adjustment, set by the President, and an amount determined according to merit. Merit increases are recommended by the department chairmen, through the divisional deans and the Provost, to the President. Salary increments are official when approved by the Board of Trustees.

A department chairman is typically asked to distribute a total number of dollars or a total number of units of increase throughout his department. If his divisional dean chooses not to forward his recommendation to the Provost, the dean is expected to justify his action. A similar explanation is expected throughout the hierarchy of recommendations.

4.12 Schedules and Deductions

The salary of a faculty member will be paid in either nine or twelve equal installments, as the faculty member prefers. Arrangements for the twelve-months' plan must be made prior to August 31 for any given academic year by signing a salary preference card in the Staff Benefits Office (208 Roudebush Hall). Services performed during the fourth quarter are compensated separately. Salary installments are made on or near the fifteenth day of the month except in December and June.

Deductions from salary are made for federal income tax and state retirement contribution. Deductions for municipal charities as the United Appeal will be made if authorized by the faculty or staff member.

4.13 Extra Compensation

4.131 Faculty

The University has as its goal the staffing of all classes,

Revised
17 March 1973
Supercedes
1 September 1971

4.111 Faculty (continued)

including evening classes taught on the regional campuses, with full-time faculty and "within load."

The University does not permit the use of overload teaching nor any other form of extra compensation as a recruiting inducement.

Overload teaching, when needed, is available to all members of a department. No member of a department should be allowed to teach two consecutive quarters unless there are no other members of the department willing and able to take the assignment. Special circumstances and accreditation requirements may require the imposition of additional restraints on who is eligible for overload assignments; these cases should be handled by the Deans with the approval of the Provost.

Overload teaching is available only to teachers in a department who are already teaching a "normal load" as defined by department Chairmen with the approval of the Dean of the division. Persons not teaching a "normal load" as so defined are not eligible for overload assignments since it is assumed that anyone teaching less than a "normal load" had been granted this privilege to engage in some other scholarly or worthwhile endeavor.

No overload assignments are permitted on the campus where the faculty member is based.

This policy supercedes the 1 September 1971 statement.

4.112 Administrators

Full-time administrators may receive, on the same basis as faculty, additional compensation if the services rendered are outside normal responsibilities, and if the contracting administrator (e.g., summer workshop coordinator) does not report directly or indirectly to the administrator receiving additional compensation. For example, a dean may not receive additional compensation for a program involving his division. The arrangement for additional compensation must specifically be approved by the President prior to the time services are rendered.

6.132 Administrators (continued)

This policy may be waived under special circumstances, with the approval of the President.

As has been the custom in the past, the President and the Vice Presidents will not receive any additional compensation for any programs dealing with Miami University.

(effective July 1, 1971)

6.133 Outside Consulting

A faculty member employed on a full-time basis is expected to give full-time service to the University during the contracted time period, exclusive of published vacation periods. However, it is recognized that members of the faculty and staff are sometimes asked by outside agencies and industries to provide consulting and other professional services. Normally such activity is encouraged when it:

(1) contributes to the professional development of the faculty or staff member, or
(2) contributes an expertise not commonly available to the solution of a societal problem, or
(3) has carryover value resulting in the improvement of instructional or research programs of the University.

For full-time members of the faculty and staff, outside consulting or professional work, for which the individual receives compensation over and above the person's normal compensation from Miami, shall not exceed an average of one day per working week in any quarter. Time spent on such outside activities must be in addition to, rather than a part of, the normal full-time effort expected of members of the faculty and staff for University work. Outside work must in no way interfere with the performance of an individual's University duties.

Possible conflict of interest situations should be avoided. No outside consultation or other professional activity should be undertaken where such activity is, or may be construed to be, competitive with any service of the University. Normally, teaching in a program other than that of Miami University will not be approved.

Revised
14 August 1978
Supersedes
1 September 1971

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] [illegible]

[illegible]

[illegible]

The family contract covers the subscriber, wife or husband, and all unmarried children under 19 years of age. The sponsored dependent contract covers a person who is "dependent" as defined for Federal income tax purposes. Coverage can be obtained for dependent, unmarried children age 19 to 25. Premiums for these children and "dependents" are paid through salary deductions.

The Comprehensive Blue Cross Contract provides for the payment in full when the insured occupies a room with two or more beds in any member hospital. The period of coverage is limited to 120 days of hospital care per admission. When 90 days separate the last discharge and the date of readmission to a hospital, a new 120-day benefit period is available; if the separation is less, the days shall be considered as one admission. Maternity benefits are provided after 270 days of consecutive membership under a family contract.

The Blue Shield Preferred Surgical Contract (with medical care and anesthesia riders) provides the following benefits whether the service be provided in a hospital, a doctor's office, or at home:

A. Up to $300 for all cutting and operative procedures (the contract lists many operations covered and the amount payable for each) plus up to $40 for anesthesia expense.

B. Payment up to $50 for obstetrical delivery (childbirth) and surgical services resulting from pregnancy after the family contract has been in effect for 270 consecutive days.

C. Payment for reduction of fractures and dislocations (the contract gives complete details) plus anesthesia allowances.

The Blue Shield In-Hospital Medical Rider provides payment toward the treatment of any injury, illness or disease (except surgical care) by a physician when the member is confined in a hospital room for more than 18 hours as a bed patient. ($10 for the first day, $5 for each of the next three days and $4 for each succeeding day up to 120 days per contract year.)

The Blue Shield Anesthesia Rider that provides payment toward anesthesia services rendered in connection with one or more operations or procedures shall be based upon the total surgical expense indemnities payable for all such operations or procedures in connection with which anesthesia services are rendered (the contract gives a complete list).

4.622 Blue Cross and Blue Shield (continued)

It is important to remember --

A. New staff members are advised to contact the Staff Benefits Office immediately to prevent a lapse in their Blue Cross-Blue Shield coverage, or to arrange for this coverage to commence as soon as possible.

B. Single persons who marry should request change to a Blue Cross-Blue Shield Family Contract before marriage.

C. When a child reaches his 19th birthday, or marries, Blue Cross-Blue Shield protection may be continued for him by applying to Blue Cross of Southwest Ohio, Cincinnati, Ohio 45206, within 90 days of his birthday or the date of marriage.

D. Maternity care for a wife and nursery care for an infant are provided after 270 days of membership under a Family Contract.

E. Newborn children (born after Blue Cross-Blue Shield membership is in effect) are automatically added to one's Family Contract; no notification by the member is necessary.

F. The spouse and children of a deceased subscriber may continue membership by paying fees directly to Blue Cross of Southwest Ohio and accepting the contract available to billed-at-home members.

4.63 Salary Protection Insurance

Staff members may obtain protection against the loss of salary as a result of sickness or accident through a group insurance plan underwritten by the Washington National Insurance Company. Participation is voluntary. A new staff member may obtain this coverage without a medical examination by applying at the Staff Benefits Office, within 60 days of initial employment. Other members of the staff may enroll in the plan upon submitting evidence of insurability.

The annual premium varies from $38.70 to $76.30 depending on an individual's choice of one of three plans offering monthly benefits from $100.00 to $200.00. Choice of a plan is limited to one where the benefits do not exceed 80 per cent of the gross salary. Salary deductions for this premium are made monthly. This contract does not cover members of the insured's family.

Revised
1 November 1974
Supersedes
1 September 1971

4.63 Salary Protection Insurance (continued)

Indemnities under this plan:

	Monthly Indemnity*	Non-Disabling Benefits	Principal Sum**	Annual Premium
Plan No. 1	$100.00	$35.00	$1,000.00	$38.70
Plan No. 2	150.00	35.00	1,500.00	57.55
Plan No. 3	200.00	35.00	2,000.00	76.30

* When one is hospitalized, the indemnity is 50 per cent a month more and is limited to two months.

** The principal sum is payable to the estate in case of accidental death.

Significant Features of This Contract Are --

A. Sickness and accidents of any kind not connected with employment are covered irrespective of time or origin.

B. Full benefits are paid for both non-confining and confining illnesses during the academic year. House confinement is not required during the teaching term, but is required during vacation periods and leaves of absence.

C. 1. Sickness disability benefits are payable for a maximum of 52 weeks in any contract year. If illness continues beyond 52 weeks, payments will be reduced by 50 per cent but will be continued up to a maximum of 52 weeks.

2. Accident disability benefits are payable for a maximum of 104 weeks.

D. There are no travel restrictions.

E. Accident or illness benefits do not preclude the receipt of other forms of benefits -- such as hospitalization under Blue Cross or Major Medical.

It should be emphasized that this contract is guaranteed renewable to a staff member to age 70, no matter what change in health may occur, as long as the group contract is in operation at Miami University.

4.64 Workmen's Compensation

All employees of the University are covered by the State of Ohio Bureau of Workmen's Compensation. Injuries received in accidents when on duty and accidental death when on duty are covered by this statutory program. Below are procedures to be followed in all cases of injury:

A. Whenever an employee of Miami University receives an injury while in the performance of his duties as an employee, he or his supervisor will immediately report the injury to Security, telephone 2222, and request an investigation of the accident. The investigator will obtain all the facts and circumstances surrounding the injury to include statements from the injured party and from witnesses. The completed report will then be forwarded to the Director of Personnel, Miami University, who will process necessary forms to effect payment of doctor bills associated with treatment and/or hospitalization.

B. The attending physician should be notified by the injured party that he is covered by Workmen's Compensation. In the event the physician should send bills directly to the injured party such bills should be forwarded to the Director of Personnel who will process them for payment.

C. All injuries, regardless of their apparent seriousness, should be reported immediately; however, subsequent claims may be made should complications develop later from the unreported injury. In such cases claims must be filed within two years of the injury or be forever barred.

D. If an injury results in loss of pay, this information will be reported to the Director of Personnel so that claims for monetary benefits may be processed.

Revised
1 November 1974
Supersedes
1 September 1971

4.7 Retirement and Savings Programs

4.71 Retirement Programs

Salary Deduction. The State Teachers Retirement System and the Public Employees Retirement System of Ohio are organized upon the contributory-reserve plan and are compulsory by statute. From the STRS member's gross salary 7.80 per cent is deducted. From the PERS member's gross salary 7.70 per cent is deducted. The employer more than matches the contributions of members, but since the employer's contribution is not vested the employee only receives credit for this amount if he has five years in the system and retires. At the time of his retirement an allowance is worked out, depending upon the option chosen by the retiring member. If the employee does not have five years in the system, and then leaves it, he will not receive credit for the employer's contribution.

Age and Service Requirements for Retirement. One of the following conditions must have been met in order to qualify:

A. Age 55 and 25 or more years of service credit.
B. Age 60 with at least five years of service credit.
C. Thirty-five years of service, regardless of age.

Retirement may be effective on the first day of any month for members of the Retirement Systems who retire because age and service requirements have been met or because of disability. An application for retirement for age, service, or disability must be filed with the Retirement System prior to the date the retirement is to become effective.

The Age and Service Allowance. Members with at least three years of Ohio Service credit earned within the ten-year period ending with the effective date of retirement will qualify for a benefit at least equal to the amount determined by the following formula:

A. Average annual salary for best five years of Ohio service......................... $__________
B. $86, or 2.0 per cent of amount on line 1, if greater......................... $__________
C. Number of years of OHIO service credit......................... $__________
D. Amount on line 2 times number of years on line 3......................... $__________

Revised
30 September, 1972
Supersedes
1 September, 1971

4.71 Retirement Programs (continued)

E. Amount on line 4 times the larger per cent from the table below for attained age or for years of Ohio service credit $__________

Attained Age at Retirement: Age	and Per Cent	Age	and Per Cent	Ohio Service Credit If 35 Years or More Service Credit	and Per Cent
55	60%	63	94%		
56	65	64	97		
57	70	65	100	35-40 years	100%
58	75	66	102	41	102
59	80	67	104	42	104
60	85	68	106	43	106
61	88	69	108	44	108
62	91	70 or over	110	45 or over	110

F. Amount on line 1 times the larger per cent from the table below for attained age or for years of Ohio service credit $__________

Attained Age at Retirement: Age	and Per Cent	Ohio Service Credit If 35 Years or More Service Credit	and Per Cent
65 or under	.80%	40 or less	.80%
66	.81	41	.81
67	.82	42	.82
68	.83	43	.83
69	.84	44	.84
70 or over	.85	45 or over	.85

G. Annual allowance as a simple life annuity
$__________
The lesser of the amounts on lines E and F.

Options in Retirement Allowance. The tables and computation above refer to the individual staff member. He or she may, however, prefer a retirement allowance with reference to spouse or other dependents. The following three options are available:

1. Life annuity to the member payable monthly (maximum allowance).
2. (a) Life annuity less than the maximum to the member and a surviving beneficiary named at retirement. After the death of the member, an equal amount to the surviving beneficiary (Joint-Survivor Annuity.) (b) Life annuity less than the maximum to the member, and after the death of the member one-half of that amount to a beneficiary named at retirement.

4.71 Retirement Programs (continued)

3. Annuity certain. Lifetime income less than the maximum in order to have guaranteed payments for a period of years selected by member at retirement.

For procedure with respect to options [illegible] member should apply for information to the Executive Director of the applicable Retirement System in Columbus.

Disability Retirement

1. Requirements for disability retirement:
   - a. Under 60 years of age.
   - b. Five or more years of Ohio service credit.
   - c. Disabled for any further teaching service.
   - d. Disabled in some degree, as evidenced by medical records, before contributing service was terminated.
   - e. Application filed within two years from date contributing service terminated.
2. An application for disability retirement may be made by a member or by a person acting in his behalf. A form for this purpose will be provided upon request to the Executive Director of the applicable Retirement System in Columbus.

Death Before Eligibility for Retirement. If a member dies prior to retirement, having at least one and one-half years of Ohio service credit, or while receiving a disability benefit, certain beneficiaries, if properly designated, may receive monthly survivor benefits as follows in lieu of accepting the cash refund of the member's accumulated saving account:

(a) A widow, or a widower financially dependent on the decedent, who has the care of the decedent's children under age 18 (or under age 22, if attending school):

	Per Cent of [illegible]
One child	[illegible]
Two children	[illegible]
Three children	[illegible]
Four or more children	[illegible]

Revised
[illegible] September, [illegible]
Supersedes
1 September, [illegible]

5.223 Scheduling of Space (continued)

K. Use of University space or facilities by outside individuals or agencies shall be subject to approval by the Registrar. Requests for space should be made through the Registrar.
L. Facilities for official University guests in the Climer Guest Lodge and Simpson Guest House are scheduled through the Office for Development and Alumni Affairs.
M. Facilities for conferences and institutes -- the Gardner Place (Middletown) is scheduled by the Office of the Vice President for Finance and Business Affairs and Treasurer.

N.. The W.R.A. Cabin (Bachelor Estate) is scheduled by the Chairman of the Department of Physical Education for Women.
O. Facilities for short-term educational programs--seminars, workshops, etc.--are scheduled by the Director of Continuing Education and Summer Sessions through the Registrar.
P. The Sesquicentennial Chapel is scheduled by the Director of the Chapel.

5.23 Use of Buildings after Hours

5.231 The Trespass Regulation

The Board of Trustees passed the following trespass regulation for the Miami University campuses, 24 October 1970:

A. The Miami University Campuses between the hours of midnight and 6:00 A.M. daily are open only to students, faculty, and staff with currently valid ID cards. All other persons who shall enter or be upon premises owned by or under the control of Miami University between those hours shall have acceptable identification and an acceptable reason for being on the premises, and may be required to obtain a visitor's pass.
B. Between the hours of midnight and 6:00 A.M. daily, every person entering or being upon the premises owned by or under the control of Miami University shall, upon request of any security officer or any officer of the University, display the currently valid Miami University identification card, or acceptable identification and offer an acceptable reason for being on the premises, or a currently valid University pass if required by the President.

5.231 The Trespass Regulation (continued)

C. Whoever violates the provisions of this regulation shall be subject to arrest for trespass and immediate ejection from those premises.
D. The Board of Trustees hereby grants the President of the University authority to extend the requirement for visitors which may include the requirement that all visitors must at any time have passes whenever it is deemed appropriate and necessary following proper announcement and notice.

5.232 Closing Hours

The closing hour for University buildings, Sunday through Friday, is 12:00 midnight. On Saturday, all University buildings except the libraries close at 6:00 P.M. They reopen at 1:00 P.M. on Sunday. The libraries close at 12:00 midnight on Saturday and reopen at 1:00 P.M. on Sunday. University personnel may use buildings until midnight, or until 6:00 P.M. on Saturday, but use beyond these times and before 6:00 A.M. requires advance permission from an academic dean or a vice president. When permission is so given, the name of the person requesting permission is placed on an exception list. While using the building he is required to carry both his identification card and a signed permission slip.

5.24 Keys

5.241 Authorization. Information concerning keys is available in Room 207, Roudebush Hall, or from the dean of the academic division concerned. No one below the rank of graduate assistant is permitted to have a key to an outside door of a University building. Undergraduates are allowed the use of a key (to a laboratory, for example), only with faculty permission. Faculty members are requested not to give outside keys to undergraduates.

5.242 Duplication. The making or duplication of keys for any building, laboratory, facility or room under the control of the President and the Board of Trustees of Miami University except as ordered by the President or Vice President for Finance and Business Affairs and Treasurer is prohibited by sections 3345.13 and 3345.99 of the Ohio Revised Code. -- Board of Trustees resolution 1962.

5.242 Duplication (continued)

CODE NUMBER 3345.13: No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any college or university which is supported wholly or in part by the state of Ohio, contrary to any regulation respecting duplication of keys adopted by the Board of Trustees of such college or university.

CODE NUMBER 3345.99: Whoever violates Section 3345.13 of the Revised Code shall be fined not less than $50.00 nor more than $150.00.

5.25 Security and Safety

Under the direction of the Director of Security and Safety, the University maintains a Security Force to protect University property, control traffic, enforce automobile regulations, and perform emergency service. The Safety Division investigates on-campus accidents and supervises the University Safety program for staff, faculty, students, and employees. Any menace to safety or any situation involving misuse of University property should be reported promptly to the Department of Security and Safety.

5.251 Motor Vehicle Regulations

Members of the Faculty and Staff are required to display a staff decal on the rear bumper, left hand side, for any vehicle using parking facilities on any of the campuses of Miami University. Staff decals may be obtained in Oxford at the Office of Safety and Security, Bonham House, Oak and Spring Streets, between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday or from the Office of the Director of either the Hamilton or Middletown Campus.

Certain off-street parking areas are restricted to faculty and staff during the hours 6:00 a.m. - 6:00 p.m.: these areas are so designated by traffic signs and apply to the following locations for the Oxford Campuses; it should be noted that in some of these areas student parking is permitted between 6:00 p.m. and 6:00 a.m.

5.2511 Off-Street Parking Areas

Certain off-street parking areas are restricted to faculty and staff parking only and are so designated by traffic signs. They are:

Bishop Circle Drive and Laws-Culler Drive
Bonham House - Radio TV Building Lot
Gaskill Hall - Rowan Lot
Robertson Laboratory Lot
Warfield Hall Lot

5.2511 Off-Street Parking Areas (continued)

West University Center Lot
West Cook Field Lot
Tallawanda Hall Lot
Mary Lyon Hall - North Side
Boyd Hall Lot - East Side
Peabody Hall - North Side and East Lots
Sawyer Gym - West Side
Maintenance Bldg. - East and South sides of building
Hoyt Library - South Side

5.2512 Main Campus - Restricted Areas

The following areas and campus drives have restricted parking time:

Bishop Drive Guest Area (east of Upham Hall - NO PARKING)
Harrison Hall Drive (15 minutes for loading or unloading purposes only)
Irvin Hall Drive (15 minutes for loading and unloading purposes only)
King Library South Lot (15 minutes)
King Library West Lot (30 minutes)
MacMillan Hospital Lot (parking for medical personnel only)
McGuffey Hall Drive (15 minutes for loading and unloading purposes only)
Pines Hall Drive (NO PARKING on circular drive in front of Pines Hall)
Roudebush Hall Lot (30 minutes)
Van Voorhis Hall East Entrance (15 minutes for loading or unloading purposes only)

5.2513 Western College - Restricted Areas

Main Drive - (west side of Peabody Hall Guest Area - NO PARKING)
McKee Hall - (north side - 15 minutes for loading or unloading purposes only)
Peabody Hall - (north side - 15 minutes for loading or unloading purposes only) (west side - Guest Area along Main Drive, NO PARKING)

5.2514 General Parking Regulations

All employees are expected to adhere to the following; failure to adhere to these regulations may result in a citation.

5.2514 General Parking Regulations (continued)

1. No Parking in the service drives leading to any building - these areas must be clear at all times for emergency, security, and maintenance vehicles.
2. No Parking on any grassed area unless so designated.
3. Speed limit is 20 miles per hour on all campus drives.

5.2515 Visitors

Visitors to the Campus are encouraged to use the off-street parking spaces provided in the Roudebush Hall lot and at the upper (west) end of the Bishop Circle Drive near Upham Hall. Faculty and staff members who have prior knowledge of the arrival of a Campus visitor are encouraged to secure a special parking permit and send it to the visitor before the date of the visit. These permits may be secured either from the Security Office or the Roudebush Hall Information Desk. Spaces reserved for guests are not open to staff parking, even for brief periods.

5.2516 Fines for Motor Vehicle Citations

The following system of fines for faculty and staff was established by the Board of Trustees effective as of July 1, 1975:

Illegal parking (parking in a restricted area, on a posted campus drive or on the grass)	$ 5.00
Failure to display staff decal	5.00
Disregarding a stop sign	10.00
Driving on a sidewalk (except emergency, maintenance and service vehicles)	10.00
Traveling in the wrong direction on a one-way drive	10.00
Speeding (travel more than 20 miles per hour)	15.00
Careless operation	25.00

The Board of Trustees also established that faculty and staff members can appeal citations received for campus parking and traffic violations to the Traffic Appeals Board in accordance with procedures adopted for that purpose. Fines should be paid at the Cashier's Window, Bursar's Office, 1st Floor, West Corridor, Roudebush Hall.

5.25 Security and Safety (continued)

5.252 Bicycle Regulations

A. General Regulations

Any member of the student body, faculty, or staff at Miami University who wishes to own or operate a bicycle on University property is expected to comply with the City of Oxford ordinance pertaining to bicycles. This includes license requirements, registration, safety equipment standards, and safe riding regulations. Since the Oxford Bicycle Ordinance applies to all Oxford citizens who operate a bicycle within the City, there will be no further registration procedures required by Miami University.

NOTE: Information concerning the City of Oxford Bicycle Ordinance may be acquired at either the Oxford Police Department or the Miami University Office of Safety and Security.

B. Operation of Bicycles

1. Persons operating bicycles on University-owned property are expected to have the city-required safety package which included rear reflector, warning device, brakes, and, when operating at night, front and rear lights.

2. Bicycles shall be driven sensibly in accordance with traffic signs and driving conditions and in compliance with the Motor Vehicle Laws of the State of Ohio.

3. Bicycles may be driven on sidewalks on campus except in those areas designated by prohibitive warning signs. (Oxford regulations require that bicycles shall not be driven on sidewalks in the business district and in any other prohibited areas.)

4. Bicycle drivers shall yield the right of way to pedestrians, and shall signal before passing pedestrians or other bicycles.

Revised
19 August 1975
Supersedes
1 September 1971

5.272 Bicycle Regulations (continued)

C. Parking of Bicycles

1. Bicycles may not be parked inside campus buildings. Whenever possible, they should be parked in facilities (racks) provided. Bicycles shall not be chained to trees, lamp posts, fences, or buildings.

2. Bicycles must not be parked in such a manner as to hinder the safe flow of pedestrian or vehicular traffic.

3. Bicycles parked in violation of this section may be impounded by the University and their owners fined.

D. Bicycle owners and bicycle riders are subject to the following penalties:

1. Disregarding one way drive -- $[illegible] each offense.

2. Failure to have appropriate safety equipment -- $[illegible] each offense.

3. Parking improperly (chaining bicycle to trees, lamp posts, fences, or buildings, or hindering pedestrian or vehicular traffic) -- $[illegible] each offense.

4. Speeding -- $[illegible] each offense. (The campus speed limit is [illegible] miles per hour.)

5. Disregarding or not yielding at a stop sign -- $[illegible] each offense.

E. Violators of the University Bicycle Regulations who cannot produce a valid University identification card or personal identification papers shall have their bicycles impounded until proper identification has been established. These Bicycle Regulations were approved by the Board of Trustees on April, 1976.

5.273 Appeal of Motor Vehicle or Bicycle Citations

Any members of the faculty or staff has the right to appeal any citation to the Traffic Appeals Board. An appeal should be filed at the Office of Safety and Security only between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday.

[illegible] **Security and Safety** (continued)

[illegible] **Other Safety and Security Regulations**

[illegible] **Identification Cards**

[illegible]

[illegible] **Lost and Found**

[illegible]

[illegible] **Smoking**

[illegible]

[illegible] **[illegible]**

[illegible]

[illegible]

[illegible] **[illegible]**

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

[illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

[illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	
[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]

5.5 Services for Students

The University offices which seek to coordinate the objectives of student activities with educational objectives and programs are under the direction of the Vice President for Student Affairs. Activities which comprise the area of Student Affairs are: student government, the Offices of the Dean of Men and the Dean of Women, the Office of Admission, social activities, academic advising of freshmen, student aid, religious activities and volunteer activities, counseling, foreign student advising, health service, housing assignments, and off-campus housing.

5.51 Organization and Administration of Student Affairs

Men's Affairs. The organization and administration of men's affairs are centered in the Office of the Dean of Men. The office is concerned with the supervision of the residence hall program for men, the freshman advisory program, general counseling of men, advising the Interfraternity Council and men's honorary and service organizations, off-campus housing, and some disciplinary problems.

Women's Affairs. The office is concerned with the coordination and planning of the women's program which includes the supervision of the residence hall program for women, the changing life styles of women, general counseling of women, advising the activities of Associated Women Students, the Panhellenic Association, and honorary and service organizations, off-campus housing for women, and some disciplinary problems.

5.52 Residence. Miami has been a residence university since its opening day in 1824 when rooms for students were made available in the west wing of the first academic building. The halls, now known as Elliott and Stoddard, built in 1828-29 and 1834-35, were the beginning of today's extensive residence hall system.

Management of the halls (housekeeping, food service, etc.) is the responsibility of the Director of Residence Halls, one of the staff members of the Office of the Vice President for Finance and Business Affairs. The programming of the halls (educational, social and recreational activities) is the responsibility of the Deans of Men and Women, staff members of the Office of the Vice President for Student Affairs.

5.53 Advising Programs

Freshman and Resident Advisers. Freshman Adviser is the title given the head staff resident of a hall housing freshmen. The Adviser serves as both counselor and academic adviser of the freshmen living in that building. (In the larger halls there may also be an Assistant Freshman Adviser.) The Freshman Advisers in the men's residences are members of the staff of the Dean of Men; those in the women's halls are members of the staff of the Dean of Women. Living in the freshman halls are selected sophomores and juniors who are known as counselors in the women's halls and resident assistants in the men's.

Resident Adviser is the title given the staff resident of an upperclass hall.

Faculty Advisers. Each academic department or program within the University provides advisers from its faculty for students majoring in its discipline. As soon as a student decides upon a major program of study, he should request an appropriate adviser from the department chairman. (See Appendix E for a list of current heads of faculty advisers.)

5.54 Counseling and Testing Services

Faculty members are invited to encourage students to think through educational objectives, vocational goals, and personal problems with the staff counselors in the Student Counseling Service. The rules of confidentiality set forth by professional psychological and counseling organizations are strictly observed.

The Student Counseling Service also makes available at its offices in Warfield Hall interest inventories, personality measures, and aptitude and ability tests. It keeps on file for reference information about occupations, catalogs of many colleges and universities, and study aids and directories. Additionally, it coordinates the tutorial program for disadvantaged students.

The Student Counseling Service is the campus agency for national test programs. It provides application forms for and administers the Graduate Record Examination, Law School Admission Test, Medical College Aptitude Test, Dental Aptitude Test, Admission Test for Graduate Study in Business, National Teacher Examination, Professional Qualification Test, and Architectural School Aptitude Test.

5.55 Employment

Student Aid. With the exception of graduate assistants and graduate research assistants, all student on-campus employment must be channeled through the Office of Student Aid, Joyner House. The usual procedure is for the student seeking work to apply to the Office of Student Aid for referral to prospective employers.

University supervisors desiring student help should notify the Office of Student Aid of their needs. No student will be placed on the University payroll unless the Office of Student Aid has notified the Comptroller's Offive that such employment is approved.

Student Time Records. Student time cards are issued by the Comptroller's Office. They should be submitted so as to be received at the Office of the Comptroller, 210 Roudebush Hall, by noon of the 20th of each month. They should include the hours worked through the 19th. Student pay checks will be available on the last day of the month at the Office of the Bursar. Time cards received after the deadline will be held for payment on the next pay period.

Time cards are to be approved by chairmen of the departments for academic units and by administrative officers for other operational units. They are not to be signed by secretaries nor will facsimile signatures be accepted. Time cards signed in other than the authorized manner will not be processed. These precautions are necessary in order to prevent unauthorized payments.

Time for students must be submitted on punched cards which have been prepared in advance with name, number, and departmental code pre-punched and printed.

5.56 Placement Service

Career Planning and Placement Services are provided by:

> Career Planning & Placement Office, 105 Laws Hall, serving students and alumni of the College of Arts and Science, and the Schools of Applied Science, Business Administration, and Fine Arts.

5.56 Placement Service (continued)

Educational Career Services, 200 McGuffey Hall, serving students and alumni of the School of Education.

Faculty and staff members are urged to inform these offices of any job openings which may be of interest to Miami students and alumni.

5.6 Communications Services

5.61 Public Information

The Office of Public Information, 107 Roudebush Hall, is the University's channel for public information through press, radio, and television. Whether such information be regarded as publicity or as news, its dissemination is intended as a service for the mutual benefit of the University and the public. The office is also responsible for publishing the Miamian, regular three-campus internal communication organ for the University, and all official University publications including the Catalog, programs, brochures, etc. (Alumni and development publications are published by the Office of the Vice President for Development and Alumni Affairs.)

Beyond remembering to keep the Office of Public Information informed, faculty members should not find it necessary to concern themselves with the mechanics of publicity, or with the probable scope of interest in an item.

Those who prefer to deal directly with these media may do so, and it is hoped that any staff members will respond cheerfully and frankly to any direct inquiry from the press. In such cases, however, duplication and confusion can be avoided if the Office of Public Information is informed. Such contacts might well be made directly with The Miami Student and WMUB, because of their particularly local concern and their training function. However, each of these receives a copy of virtually everything prepared by the Office of Public Information for off campus distribution.

This office cannot "cover" the campus as a newspaper beat. It must depend upon cooperation of faculty members. It also urges them to remember that modesty should not conceal personal accomplishments which reflect credit upon Miami University.

All publications (catalogs, brochures, etc.) that circulate outside the University must be routed through and approved by the Publications Editor, 7 Roudebush Hall.

5.62 Telecommunications Service

The Telecommunications Service operates portable TV equipment on the Oxford and regional campuses; the FM radio station, WMUB; the television station, WMUB-TV in Oxford; and television translator W72AP in Dayton. It fulfills three needs: (1) provides closed-circuit television facilities to academic departments of the University for the preparation and transmission of instructional or supplementary materials; (2) provides facilities for the transmission of University, public school, adult education, public affairs, cultural material and childrens' programs as a public service of Miami University; and (3) serves as an adjunct to the Department of Communication and Theatre by providing both instructional personnel and broadcast laboratory facilities for students preparing for careers in instructional radio-television, commercial broadcasting, and related fields.

5.63 Telephones

Long distance telephone calls should be made with discretion. The University has direct lines to Cincinnati and Hamilton, direct dial Centrex lines to the Hamilton and Middletown Campuses, and two WATS lines for all other calls made in Ohio. Long distance calls made in Ohio should be made toll free through the campus operators on these two WATS lines, and should not be made through the uptown operators. However, it is necessary to go through the uptown operators for all out-of-state calls.

5.63 Telephones (continued)

All staff members using a campus telephone for personal long distance calls should either obtain a telephone company credit card, or charge the calls to their home phone number, regardless of where they reside. The payment of these personal long distance calls will be a matter between the telephone company and the individual, and will not involve Miami University.

Telegrams phoned to Western Union should be identified not only by one's full name, but also by department organization or title to facilitate their billing in the Comptroller's office.

5.64 Mail

Full-time personnel are on duty in Room 1, Van Voorhis Hall, from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday, to handle both incoming and outgoing campus and off-campus mails. Mail is delivered here, sorted and dispatched to classroom buildings and residence halls. Mail is delivered to classroom buildings twice a day, and to residence halls once a day. Mail addressed to residence halls or classroom buildings goes directly from the Oxford Post Office to the residence hall or classroom building indicated. Outgoing mail is metered according to the class which it is being sent, sorted, sacked and picked up by government truck. It is imperative that the class be indicated, if it is to be other than first class. Charges are recorded to the respective accounts, and under no circumstances should personal mail be routed through the University metering system. Mail pertaining only to University business should be routed through campus mail. Personal mail or mail not originating from University departments or organizations should not be routed through the campus mail system.

The University has a bulk mailing permit for use in mailing 200 or more identical pieces at one mailing. Information on this method of mailing may be obtained from the staff of the mail room.

Parcel post up to 40 pounds is handled in the same manner as it would be at any Post Office.

Revised
1 August 1972
Supersedes
1 September 1971

5.04 Mail (continued)

B. Specific Mailing Instructions

1. Use only campus mailing envelopes for campus mail.
2. Separate and sort mail as to foreign, air mail, domestic, and campus.
3. All offices should seal large, bulky envelopes, unless bulk mailing, to prevent possible loss of inserts.
4. All second and third-class bulk mailings must show correct zip codes and must be sorted according to cities. Contact the mail room one week in advance for the scheduling of bulk mailings. Zip code books are available on a loan basis for this type of mailing.
5. Mail to be charged to special foundations, grants, and accounts should be identified as such.
6. Any mail brought in after 4:30 p.m. will not be picked up by the Post Office Department until 9:00 a.m. the next day, and will not actually leave Oxford until 1:00 p.m. of that afternoon. Deliveries out of Oxford from the U. S. Post Office are at 8:00 a.m., 1:00 p.m., and 5:00 p.m.
7. When a staff member leaves Miami University and desires to have mail forwarded, he must file a change of address with the University mail department.
8. Overseas packages, whether they are going airmail or surface parcel post, must have a note attached for customs stating their contents and approximate monetary value.
9. Campus mail delivery does not include the distribution of library books or student papers and magazines, since this creates too great a load for campus mail carriers.

5.05 Offset and Mimeograph Service

Due to limited facilities, the Copy Center in [illegible] Hall is primarily for use of administrative offices and certain academic divisions where facilities are not available.

Revised
1 August 1972
Supersedes
1 September 1971

[illegible] [illegible] (continued)

[illegible]

[illegible]

[illegible]

A. [illegible]

B. [illegible]

[illegible]

C. [illegible]

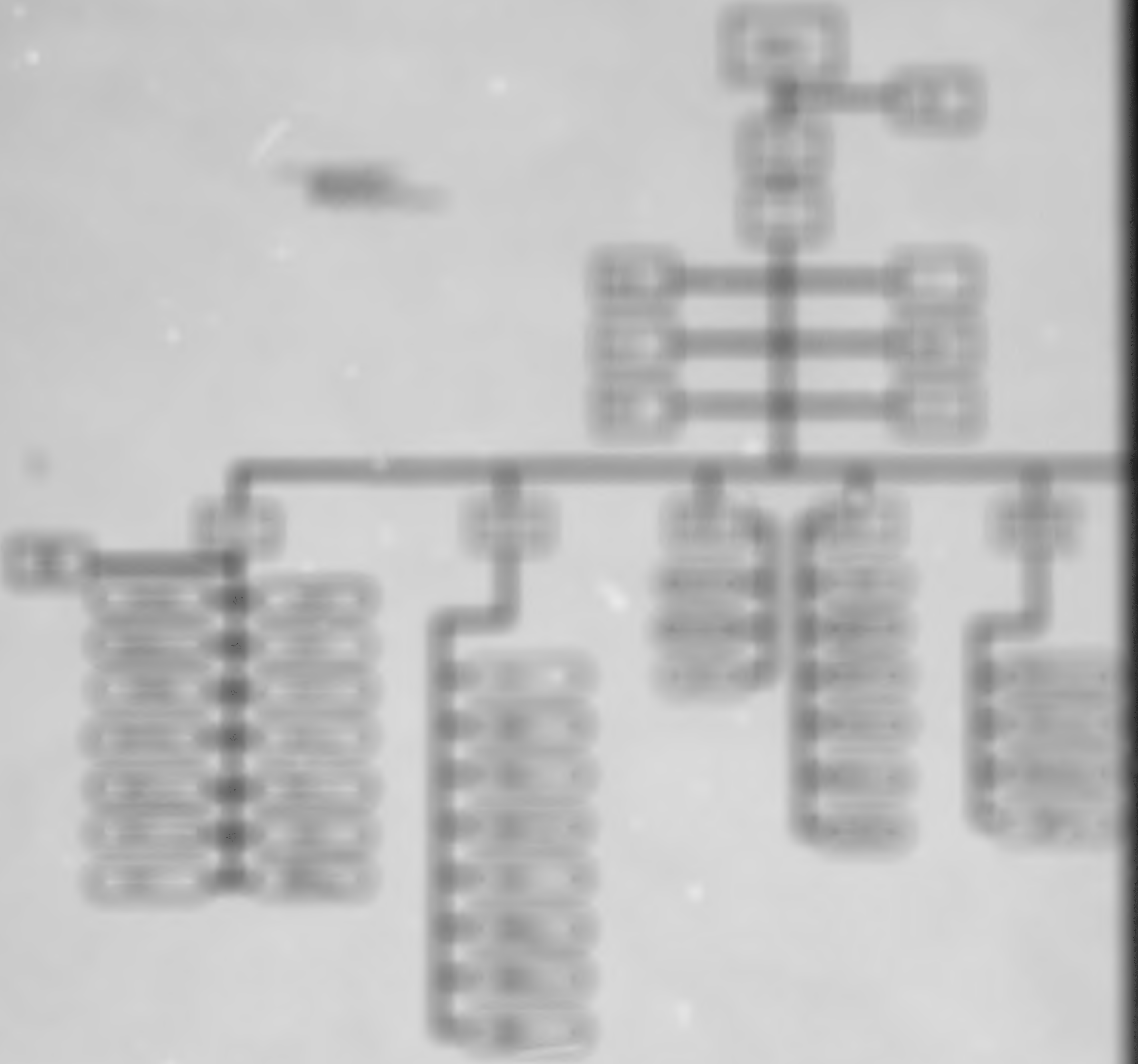
NOTE: [illegible]

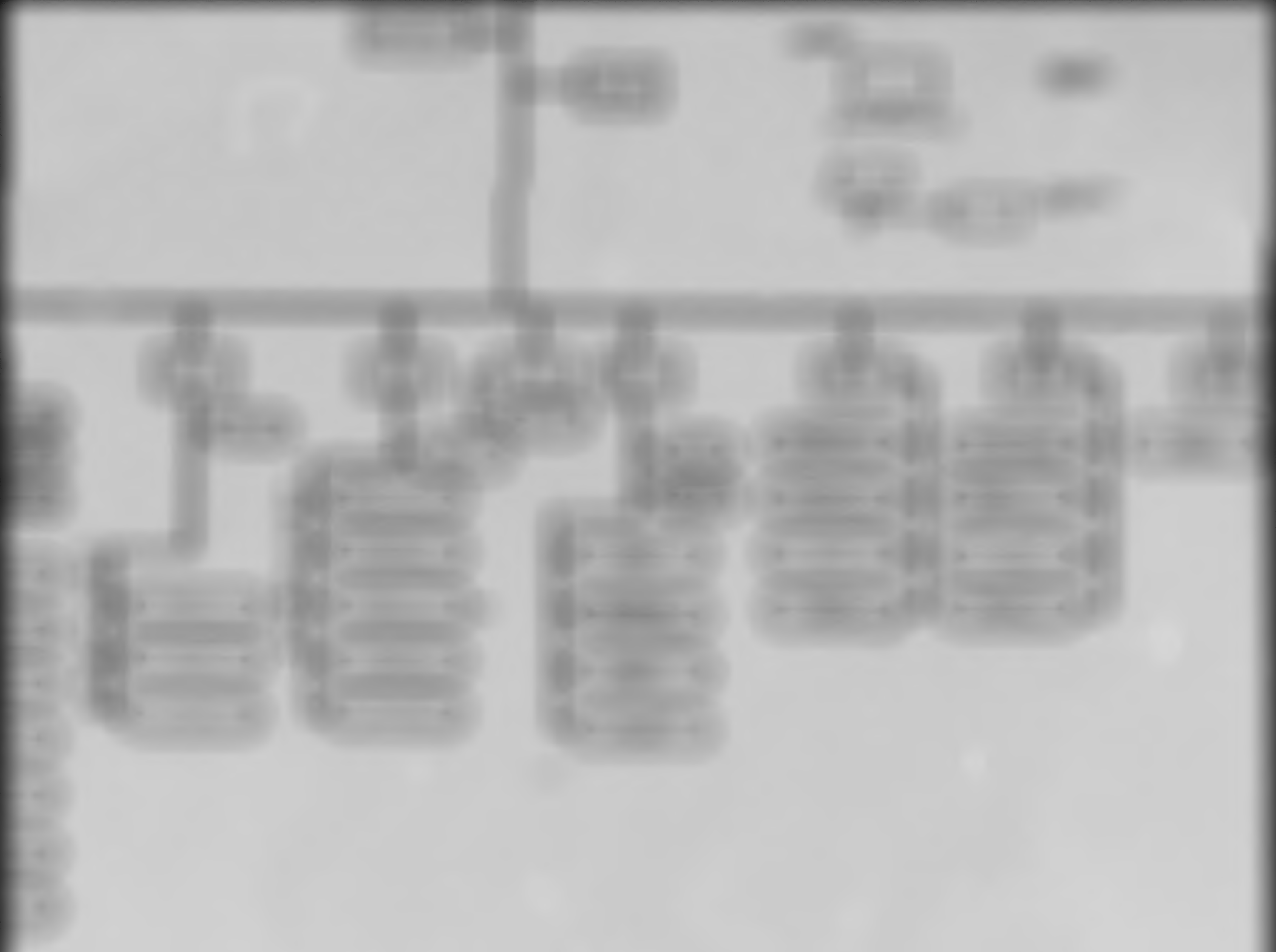
[illegible]

A. [illegible]

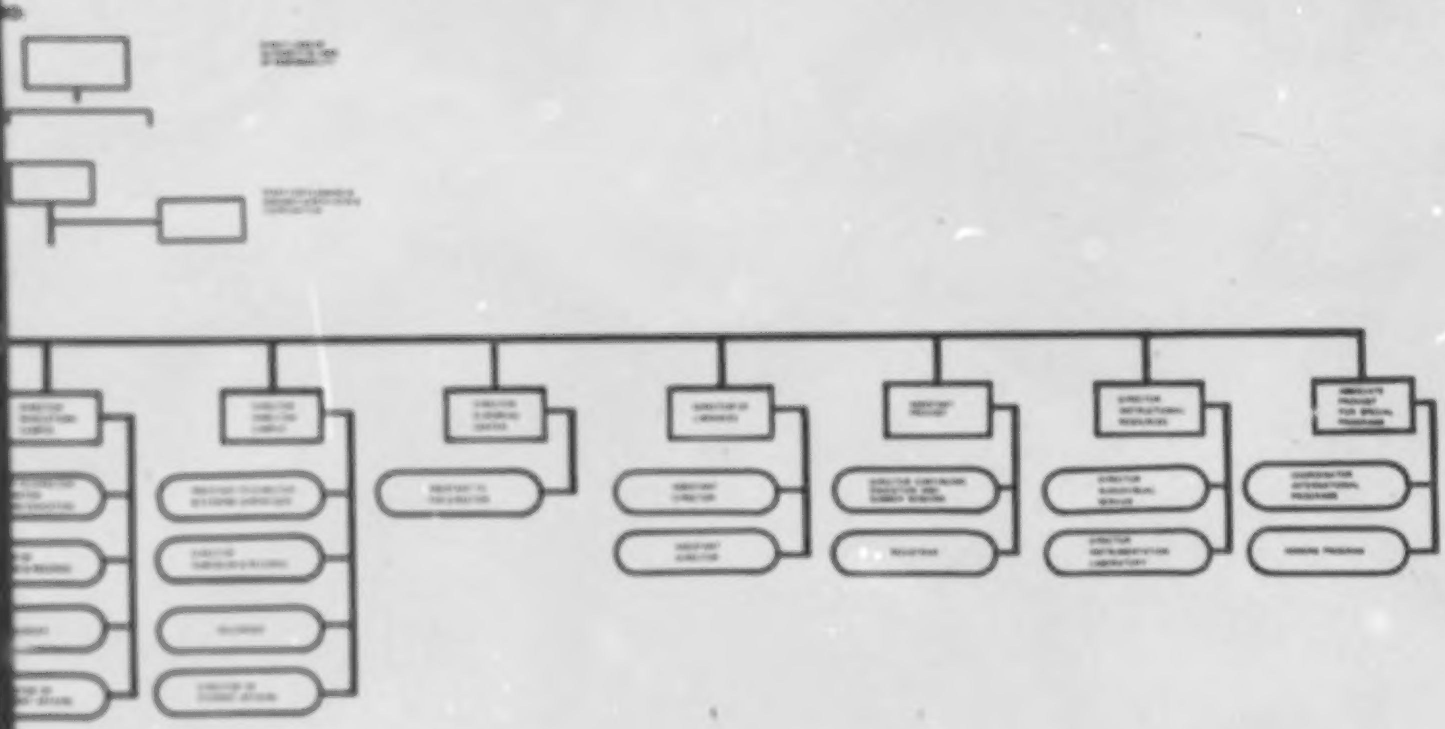
Revised
[illegible]
Supersedes
[illegible]

[illegible]





[illegible]
[illegible]

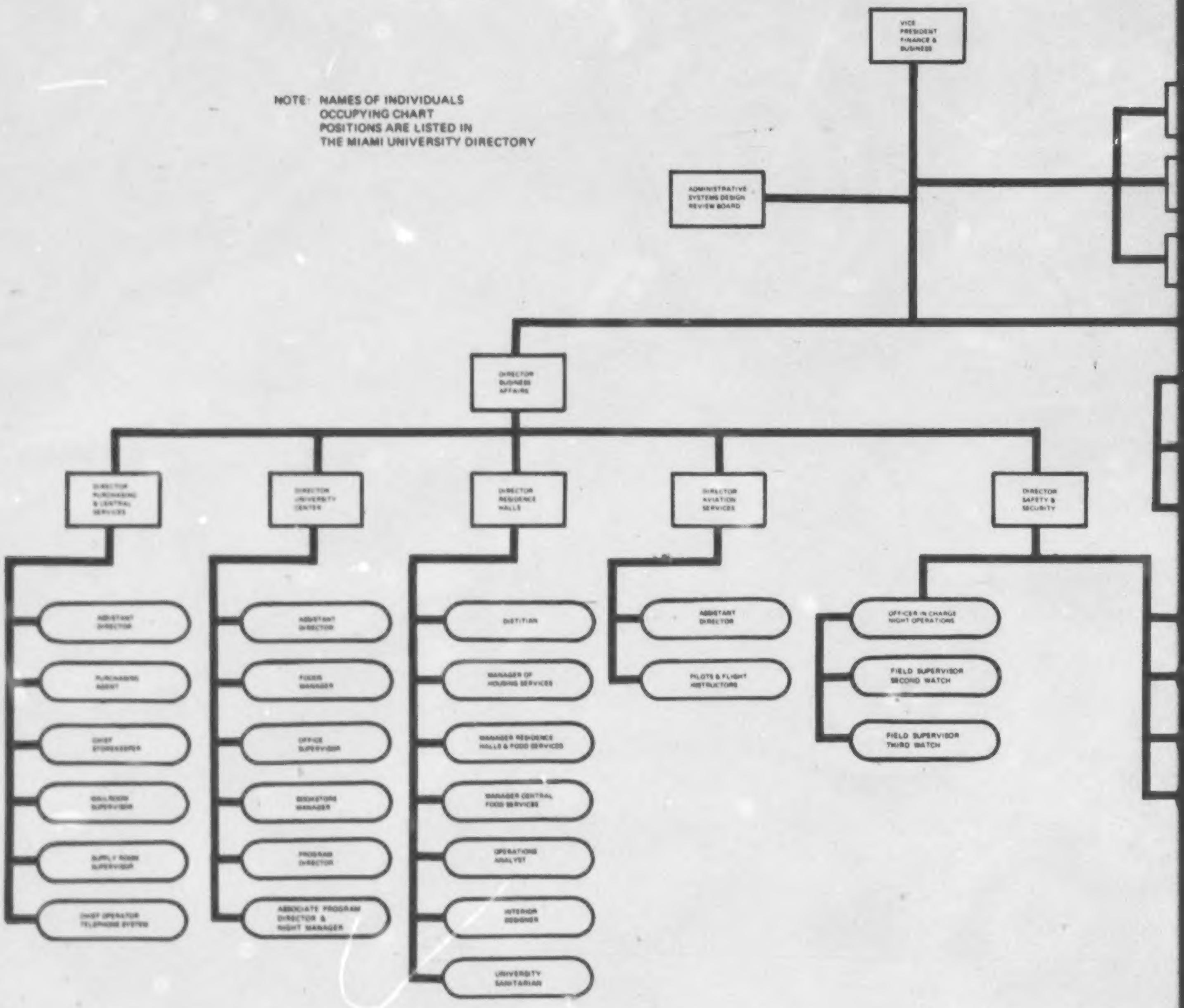

DIRECTOR OF LIBRARIES
ASSISTANT DIRECTOR
ASSISTANT DIRECTOR
ASSISTANT PROVOST
DIRECTOR CONTINUING EDUCATION AND SUMMER SESSION
REGISTRAR
DIRECTOR INSTRUCTIONAL RESOURCES
DIRECTOR AUDIOVISUAL SERVICE
DIRECTOR INSTRUMENTATION LABORATORY
ASSOCIATE PROVOST FOR SPECIAL PROGRAMS
COORDINATOR INTERNATIONAL PROGRAMS
HONORS PROGRAM

PREPARED BY: MANAGEMENT INFORMATION
& SYSTEMS OFFICE

DISTRIBUTED BY: OFFICE OF THE SECRETARY
OF THE UNIVERSITY

SEPTEMBER 1975

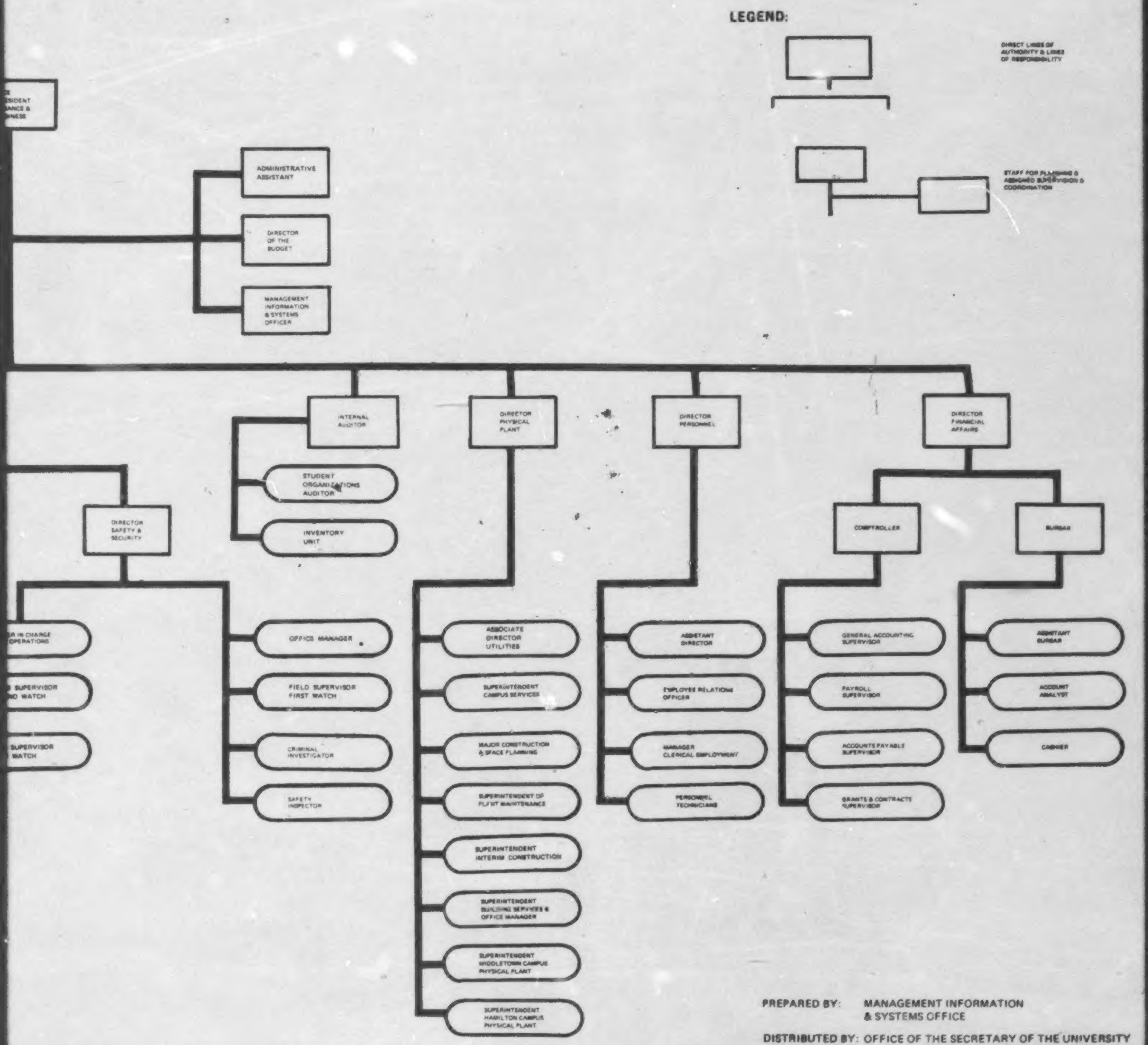
FINANCE AND BUSINESS OF
MIAMI UNIVERSIT


VICE PRESIDENT FINANCE & BUSINESS
ADMINISTRATIVE SYSTEMS DESIGN REVIEW BOARD
DIRECTOR BUSINESS AFFAIRS
DIRECTOR PURCHASING & CENTRAL SERVICES
ASSISTANT DIRECTOR
PURCHASING AGENT
CHIEF STOREKEEPER
MAILROOM SUPERVISOR
SUPPLY ROOM SUPERVISOR
CHIEF OPERATOR TELEPHONE SYSTEM
DIRECTOR UNIVERSITY CENTER
ASSISTANT DIRECTOR
FOODS MANAGER
OFFICE SUPERVISOR
BOOKSTORE MANAGER
PROGRAM DIRECTOR
ASSOCIATE PROGRAM DIRECTOR & NIGHT MANAGER
DIRECTOR RESIDENCE HALLS
DIETITIAN
MANAGER OF HOUSING SERVICES
MANAGER RESIDENCE HALLS & FOOD SERVICES
MANAGER CENTRAL FOOD SERVICES
OPERATIONS ANALYST
INTERIOR DESIGNER
UNIVERSITY SANITARIAN
DIRECTOR AVIATION SERVICES
ASSISTANT DIRECTOR
PILOTS & FLIGHT INSTRUCTORS
DIRECTOR SAFETY & SECURITY
OFFICER IN CHARGE NIGHT OPERATIONS
FIELD SUPERVISOR SECOND WATCH
FIELD SUPERVISOR THIRD WATCH

NOTE: NAMES OF INDIVIDUALS
OCCUPYING CHART
POSITIONS ARE LISTED IN
THE MIAMI UNIVERSITY DIRECTORY

AND BUSINESS ORGANIZATION
MIAMI UNIVERSITY

APPENDIX A


LEGEND:
DIRECT LINES OF AUTHORITY & LINES OF RESPONSIBILITY
STAFF FOR PLANNING & ASSIGNED SUPERVISION & COORDINATION
E SSIDENT ANCE & INESS
ADMINISTRATIVE ASSISTANT
DIRECTOR OF THE BUDGET
MANAGEMENT INFORMATION & SYSTEMS OFFICER
INTERNAL AUDITOR
STUDENT ORGANIZATIONS AUDITOR
INVENTORY UNIT
DIRECTOR PHYSICAL PLANT
DIRECTOR PERSONNEL
DIRECTOR FINANCIAL AFFAIRS
DIRECTOR SAFETY & SECURITY
ER IN CHARGE OPERATIONS
D SUPERVISOR ND WATCH
SUPERVISOR WATCH
OFFICE MANAGER
FIELD SUPERVISOR FIRST WATCH
CRIMINAL INVESTIGATOR
SAFETY INSPECTOR
ASSOCIATE DIRECTOR UTILITIES
SUPERINTENDENT CAMPUS SERVICES
MAJOR CONSTRUCTION & SPACE PLANNING
SUPERINTENDENT OF PLANT MAINTENANCE
SUPERINTENDENT INTERIM CONSTRUCTION
SUPERINTENDENT BUILDING SERVICES & OFFICE MANAGER
SUPERINTENDENT MIDDLETOWN CAMPUS PHYSICAL PLANT
SUPERINTENDENT HAMILTON CAMPUS PHYSICAL PLANT
ASSISTANT DIRECTOR
EMPLOYEE RELATIONS OFFICER
MANAGER CLERICAL EMPLOYMENT
PERSONNEL TECHNICIANS
COMPTROLLER
BURSAR
GENERAL ACCOUNTING SUPERVISOR
PAYROLL SUPERVISOR
ACCOUNTS PAYABLE SUPERVISOR
GRANTS & CONTRACTS SUPERVISOR
ASSISTANT BURSAR
ACCOUNT ANALYST
CASHIER

PREPARED BY: MANAGEMENT INFORMATION
& SYSTEMS OFFICE

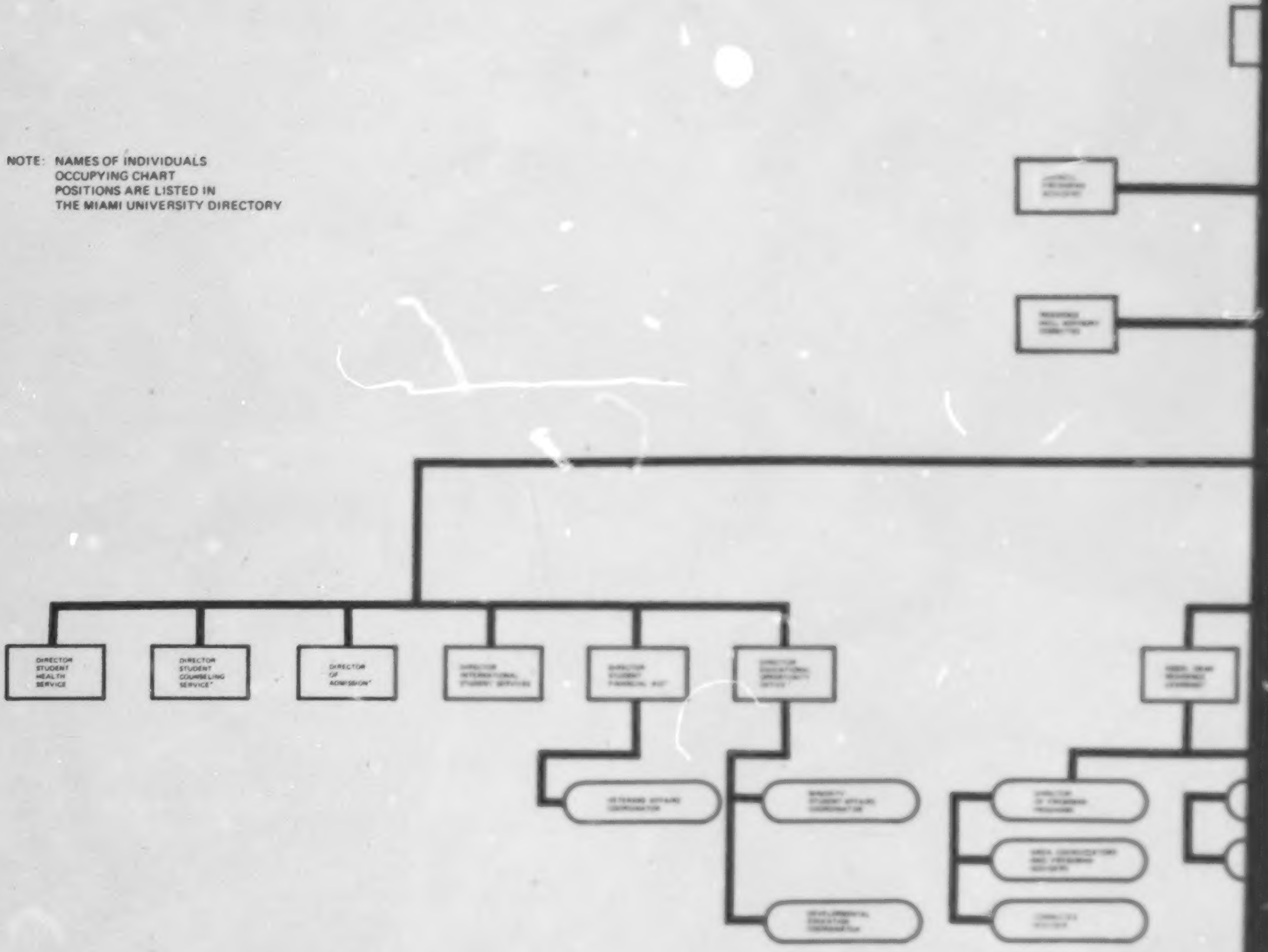
DISTRIBUTED BY: OFFICE OF THE SECRETARY OF THE UNIVERSITY

SEPTEMBER 1975

STUDENT AFFAIRS ORGAN

APPENDIX A

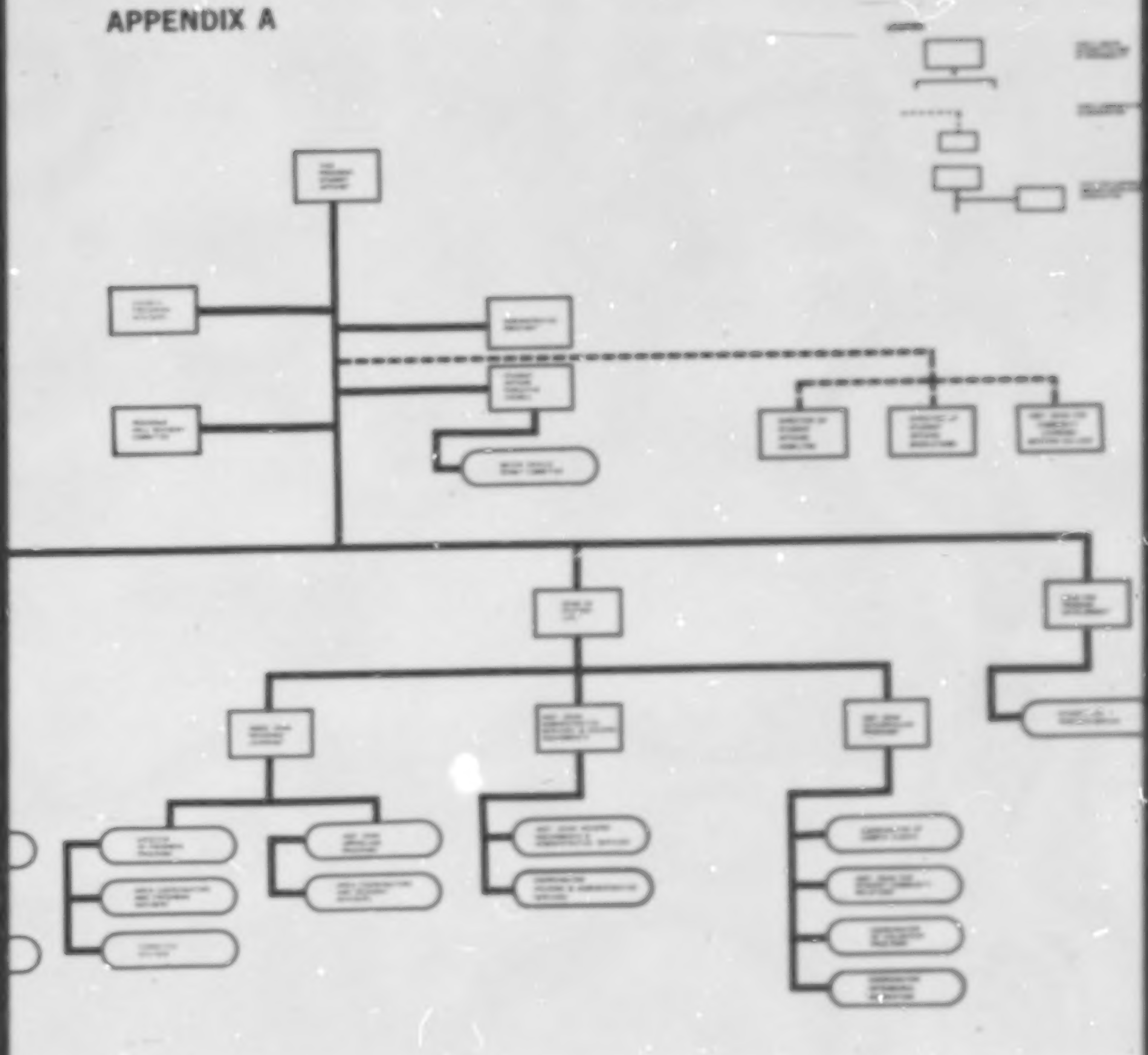
NOTE: NAMES OF INDIVIDUALS
OCCUPYING CHART
POSITIONS ARE LISTED IN
THE MIAMI UNIVERSITY DIRECTORY


DIRECTOR STUDENT HEALTH SERVICE
DIRECTOR STUDENT COUNSELING SERVICE*
DIRECTOR OF ADMISSION*
VETERANS AFFAIRS COORDINATOR

*MEMBERS OF STUDENT AFFAIRS EXECUTIVE COUNCIL

DENT AFFAIRS ORGANIZATION

APPENDIX A



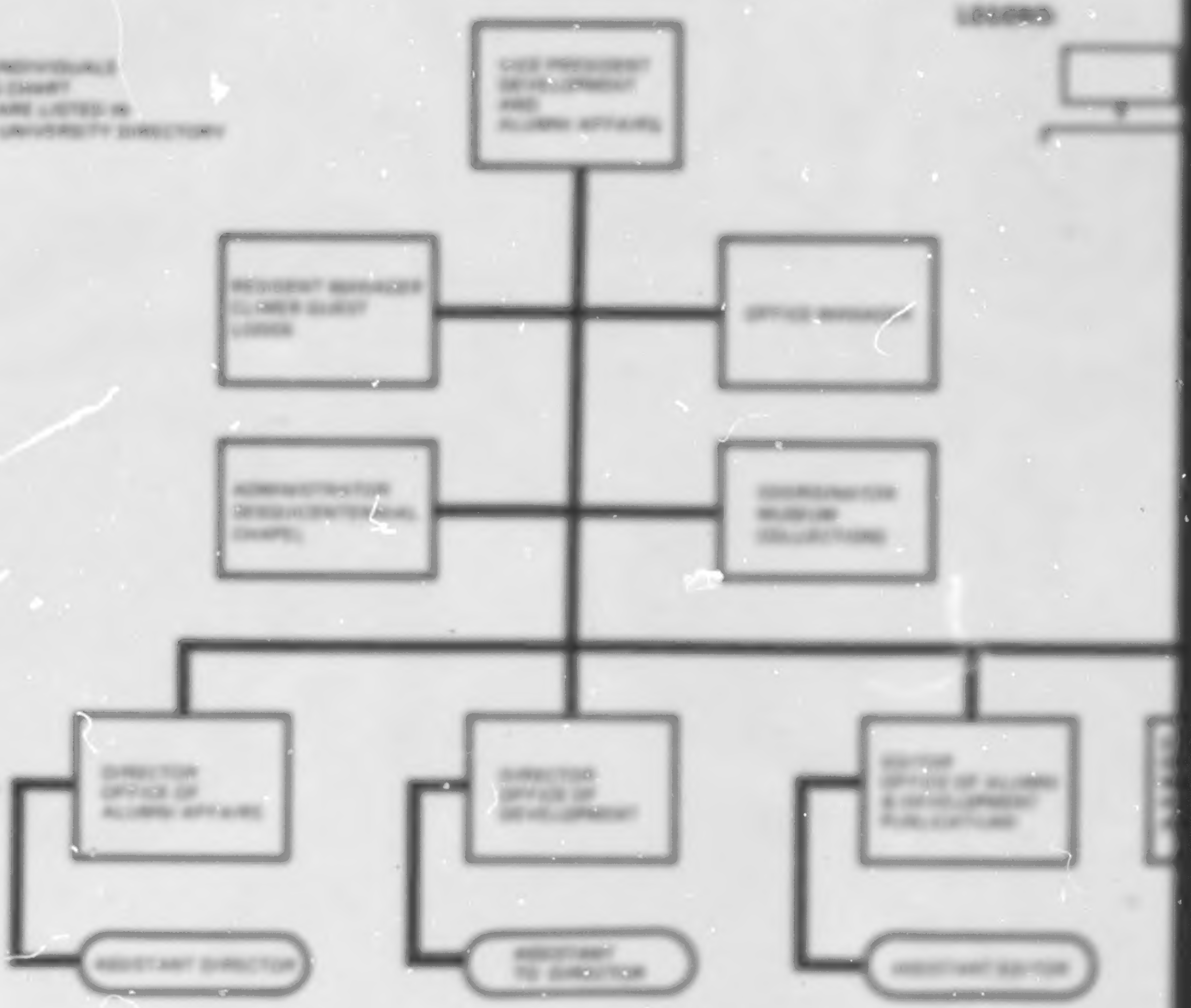
PREPARED BY MANAGEMENT INFORMATION & SYSTEMS OFFICE

DISTRIBUTED BY OFFICE OF THE SECRETARY OF THE UNIVERS

SEPTEMBER 1975

DEVELOPMENT AND ALUMNI AFFAIRS ORGANIZATION
MIAMI UNIVERSITY

NOTE: NAMES OF INDIVIDUALS
OCCUPYING CHART
POSITIONS ARE LISTED IN
THE MIAMI UNIVERSITY DIRECTORY

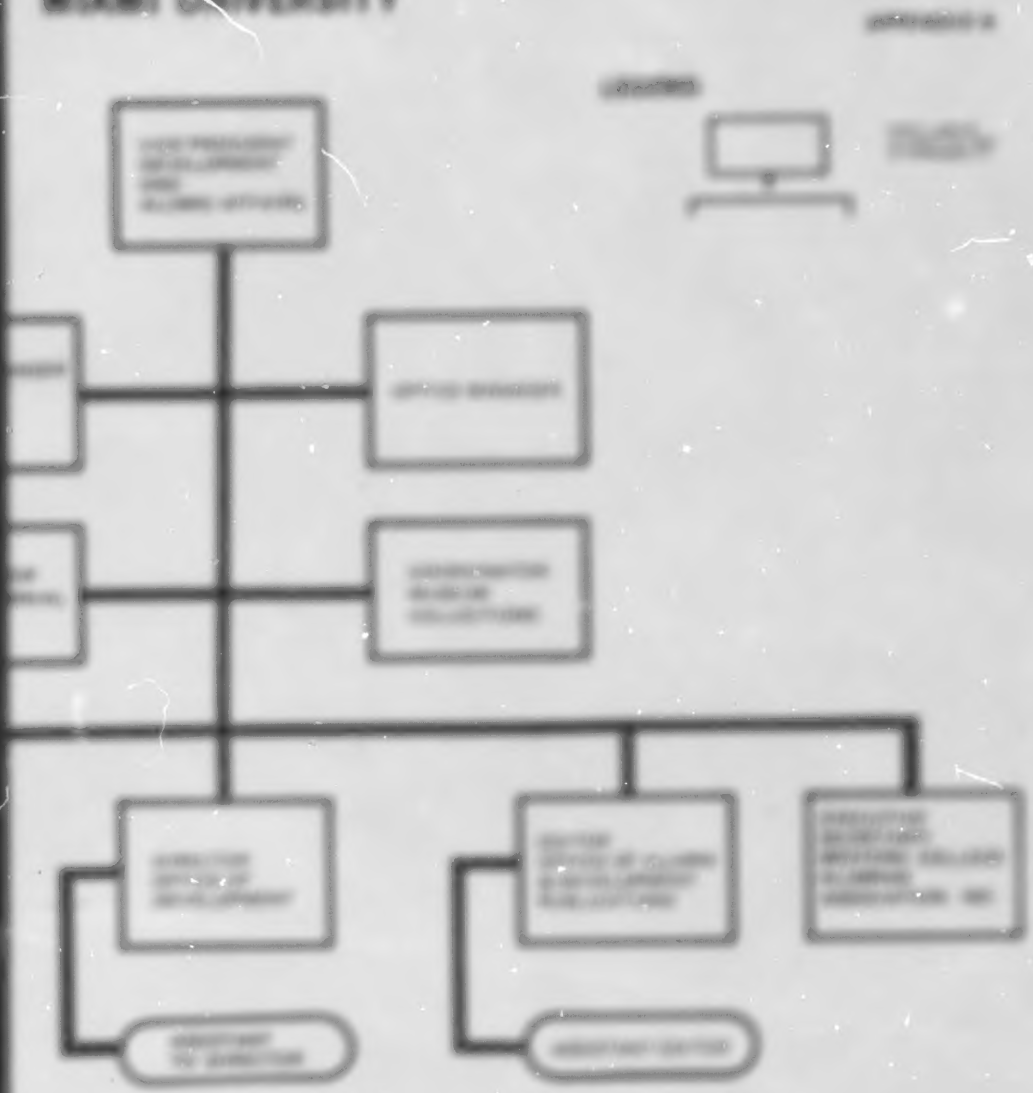

LEGEND:
VICE PRESIDENT DEVELOPMENT AND ALUMNI AFFAIRS
RESIDENT MANAGER CLIMER GUEST LODGE
OFFICE MANAGER
ADMINISTRATOR DESIGN CENTENNIAL CHAPEL
COORDINATOR MUSEUM COLLECTIONS
DIRECTOR OFFICE OF ALUMNI AFFAIRS
DIRECTOR OFFICE OF DEVELOPMENT
EDITOR OFFICE OF ALUMNI & DEVELOPMENT PUBLICATIONS
ASSISTANT DIRECTOR
ASSISTANT TO DIRECTOR
ASSISTANT EDITOR

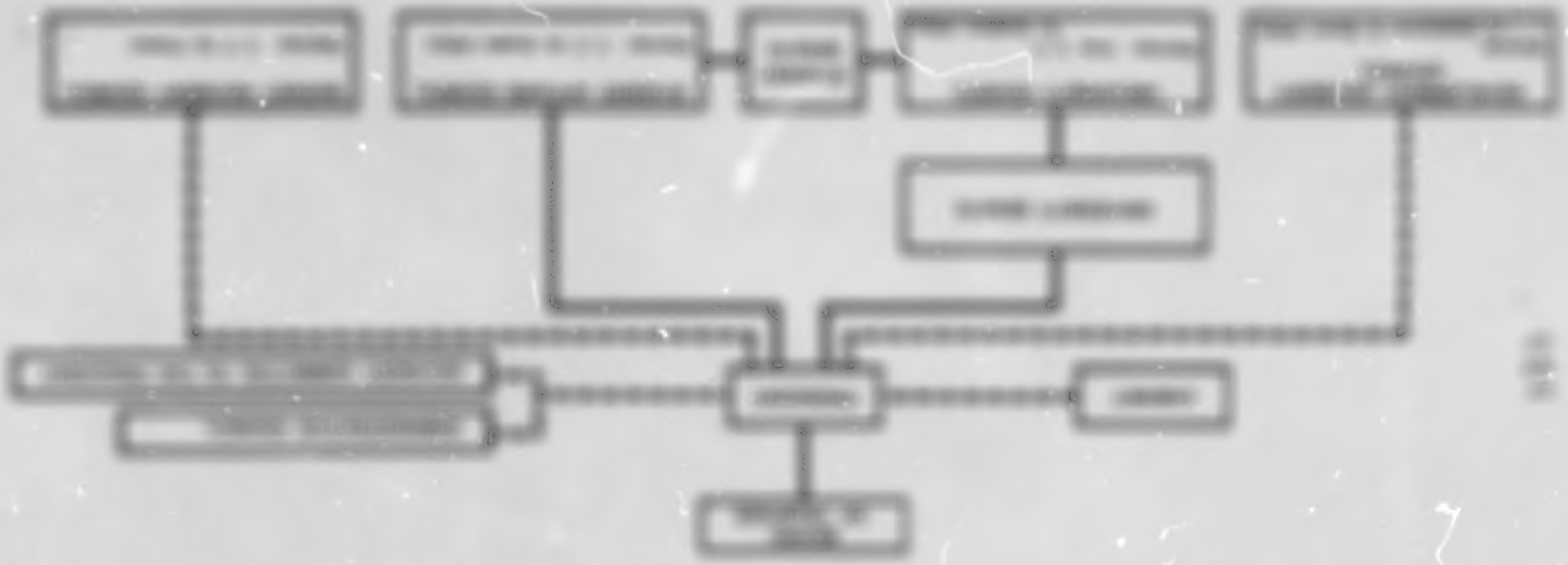
PREPARED BY: MANAGEMENT INFORMATION
& SYSTEMS OFFICE

DISTRIBUTED BY: OFFICE OF THE SECRETARY
OF THE UNIVERSITY

SEPTEMBER, 1974

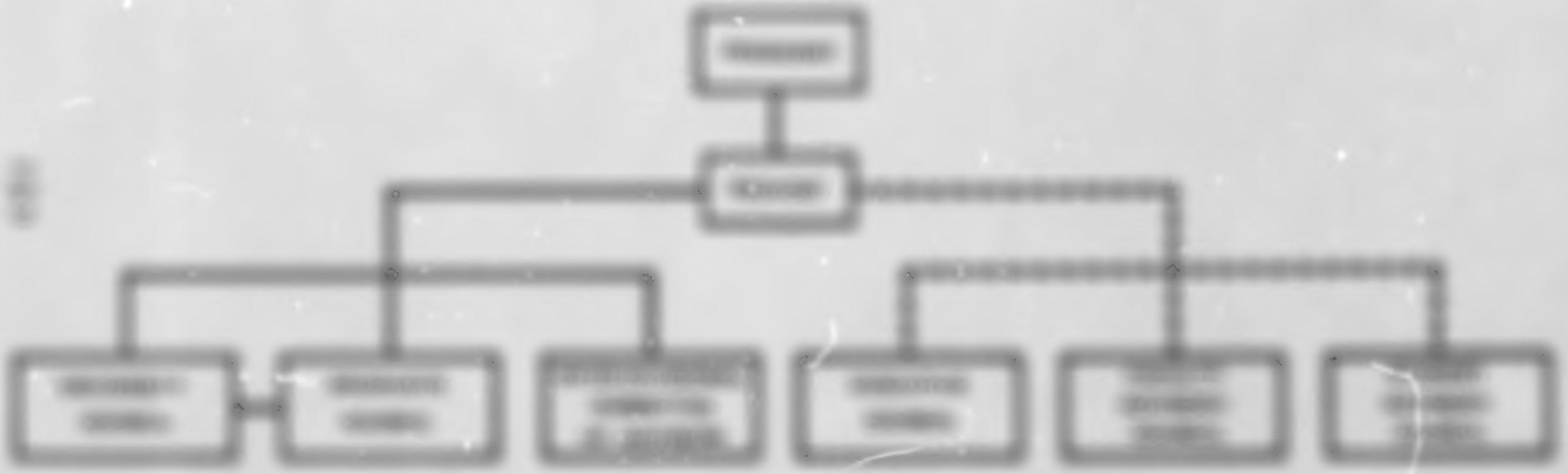
AND ALUMNI AFFAIRS ORGANIZATION
MIAMI UNIVERSITY


LEGEND
VICE PRESIDENT DEVELOPMENT AND ALUMNI AFFAIRS
OFFICE MANAGER
COORDINATOR MUSEUM COLLECTIONS
DIRECTOR OFFICE OF DEVELOPMENT
EDITOR OFFICE OF ALUMNI & DEVELOPMENT PUBLICATIONS
EXECUTIVE SECRETARY WESTERN COLLEGE ALUMNAE ASSOCIATION, INC.
ASSISTANT TO DIRECTOR
ASSISTANT EDITOR



[illegible]

[illegible]



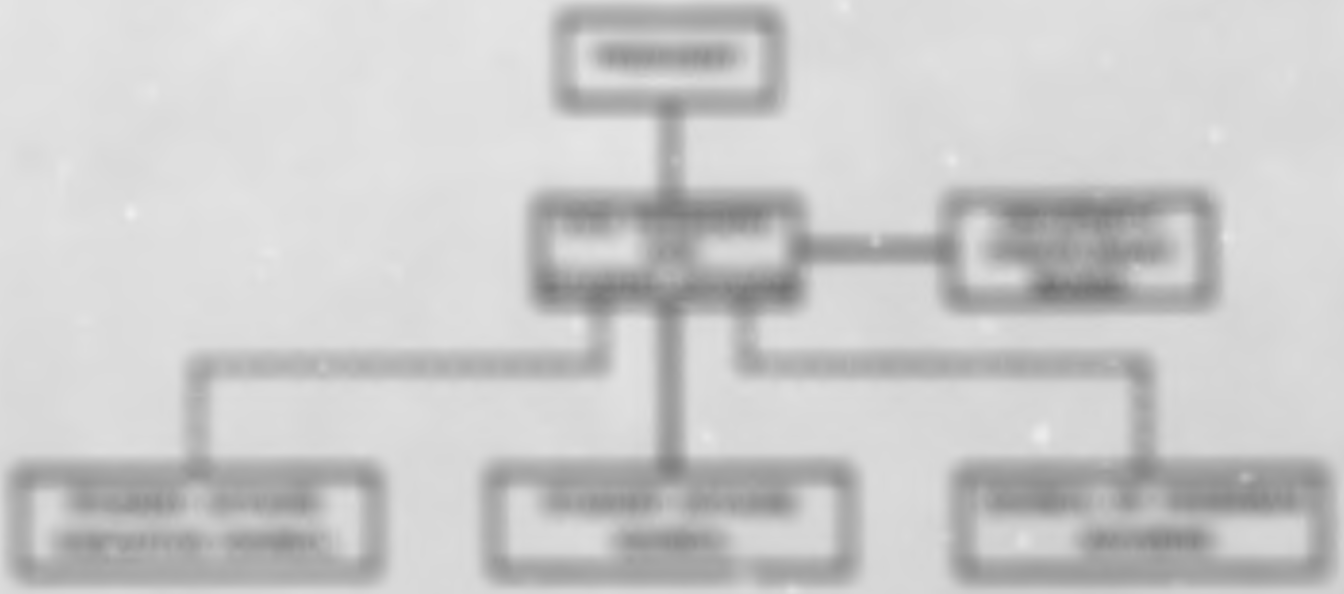
[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]		[illegible]
		[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[illegible]

[illegible]

[illegible]
[illegible]

[illegible]	[illegible]	[illegible]		[illegible]
		[illegible]	[illegible]	
[illegible]				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[illegible]

CHIEF DEPARTMENTAL ADVISERS

(as of August 1, 1975)

COLLEGE OF ARTS AND SCIENCE

Aeronautics	-Mr. John E. Cocanougher, 219 CU	-5919
Aerospace Studies	-Maj. Jimmie D. Gray, 54 MI	-2032
Botany	-Dr. Thomas J. Cobbe, 172 UP	-3812
	-Dr. William E. Wilson, 170 UP	-5321
Chemistry	-Dr. Floyd L. James, 243 HU	-3316
Classics	-Dr. John A. Dutra, 204 HL	-4015
Communication & Theatre (Speech)	-Dr. Harvey L. Grandstaff, 206 SC	-2322
*E.A.L.	-Mr. C. T. Chow	
Economics	-Dr. Wallace I. Edwards, 208 LA	-5027
English	-Dr. Frank Jordan, 244 UP	-3237
*French and Italian	-Dr. Louise Fiber Luce	
Geography	-Dr. Byron E. Logan, 220 SH	-4728
Geology	-Dr. Wayne D. Martin, 127 SH	-3218
*German	-Dr. Marion Lee Miller	
*Russian	-Mr. Robert L. Bowie	
*History	-Dr. Thomas M. Coakley	
Mathematics and Statistics	-Dr. Milton D. Cox, 229 CU	-5819
Microbiology	-Dr. G. Peter Breidenbach, 215 UP	-4727
Naval Science	-Lt. John C. Knoll, 68 MI	-3925
Philosophy	-Dr. Hugh T. Wilder, 212 HL	-5712
Physics	-Dr. David F. Griffing, 23 CU	-6938
Political Science	-Dr. Alan S. Engel, 225 HA	-2711
Psychology	-Dr. C. T. Perin, 110 BE	-6828
Religion	-Mr. Thomas A. Idinopulos, 102 OM	-4828
Sociology	-Dr. Robert C. Sherwin, 212 HA	-3432
Anthropology	-Dr. George H. Fathauer, 118 HA	-2590
*Spanish and Portuguese	-Dr. Elizabeth S. Rogers	
Zoology	-Dr. Edwin M. Ingersoll, 292 UP	-4593
Hamilton Academic Center CDA at large	-Miss Roberta W. Lathram, 550 MOS (H)	-6026
Middletown Academic Center CDA at large	-Dr. Richard W. Vian, 205-A TEC (M)	-4936 Ext. 289

Specialized Study Program Advisers for College of Arts and Science

American Studies	-Dr. Judith Fryer, 7 OM	-2624
Black Studies	-Dr. Marian E. Musgrave, 222 UP	-5523
Botany (Agriculture, Conservation and Forestry)	- Dr. Charles Heimsch, 184 UP	-5321

Specialized Study Program Advisers for College of Arts and Science (continued)

Classics (Latin, Greek, Classical Humanities)	-Dr. John A. Dutra, 204 HL	-4015
Communication and Theatre		
Speech and Hearing	-Dr. Thomas B. Anderson, 104 SC	-2326
R/TV-Film	-Dr. Stephen C. Hathaway, 201 RA	-3521
Theatre	-Dr. Martin J. Bennison, 247 CPA	-2239
Speech Communication	-Dr. Robert Friedenberg, 101 MH	-4722
Diplomacy	-Dr. David S. McLellan, 126 HA	-6736
Honors Program	-Dr. Robert Bornstein, 120 BE	-6941
International Studies	-Dr. Howell C. Lloyd, 234 SH	-4243
Journalism	-Mr. John H. Lowery, 225 UC	-6923
Linguistics	-Dr. Andrew Kerek, 118 UP	-2227
Medieval Studies	-Dr. Donald W. Fritz, 234 UP	-6114
Medical Technology	-Dr. Susan W. Rockwood, 311 UP	-4527
Mineralogy	-Dr. David M. Scotford, 114 SH	-3216
Nursing	-Miss Ruth A. Busald, 580 MOS (H)	-6026
Physical Therapy	-Dr. Ronald L. Wiley, 370 UP	-3889
Pre-Dentistry (Zoology)	-Dr. Russell E. Griffith, 290 UP	-4593
Pre-Engineering (Physics)	-Dr. David F. Griffing, 23 CU	-6938
Pre-Law (Political Science)	-Dr. Alan S. Engel, 225 HA	-2711
Pre-Med (Zoology)	-Dr. Robert E. Hayes, 113 UP	-4817
Public Administration	-Dr. W. Robert Gump, 127 HA	-7328
Urban Studies	-Dr. Cyrus W. Young, 228 SH	-6486

SCHOOL OF EDUCATION

Chairman, Committee of Advisors	-Dr. Albert W. Kettlewell, 200 MC	-6419
Record Analysts	-Mrs. Galen G. Hoxie, 203 MC	-5814
	-Mrs. Rosezelia Patton, 203 MC	-5814
Business Education	-Dr. Fred B. Holl, 301-E MC	-6320
EMH and LD	-Dr. Maxine F. Gates, 201-K MC	-6611
English	-Dr. Mark A. Krabbe, 301-J MC	-4928
Home Economics (Education)	-Mrs. Eileen S. Grice, 161 MC	-2435
Home Economics (Dietetics, Retailing, Consumer Service, Applied Art, Food Management, General Home Economics)	-Mrs. Mary L. Sonander, 164 MC	-3220
Industrial Arts	-Mr. Robert E. Rueggeberg, 111 GA	-5728
Languages	-Dr. Daniel M. Franzblau, 301 MC	-6320
Mathematics	-Dr. David E. Kullman, 220 CU	-6538
Physical Education, Men	-Dr. William C. Lewis, 108 WI	-4014
Physical Education, Women	-Miss Jeanne Bassett, 117 PH	-3241

SCHOOL OF EDUCATION (continued)

Science	-Dr. Richard W. Moore, 301 MC	-4927
Social Studies	-Dr. Michael J. Fuller, 307-B MC	-5612
Speech	-Dr. Robert Vogel, 203 MH	-4722
Speech and Hearing	-Dr. Thomas B. Anderson, SC	-2326

SCHOOL OF BUSINESS ADMINISTRATION

Chairman, Committee of Advisers and Chief Divisional Adviser	-Mrs. Lorraine P. Hendry, 103-2 LA	-4129
Accountancy	-Mr. Harold W. Jasper, 310-10 LA	-5528
Business Analysis	-Dr. James A. Black, 211 LA	-4826
Economics	-Dr. Wallace I. Edwards, 208-4 LA	-5027
Finance	-Dr. Bruce H. Olson, 209-3 LA	-5431
General Business	-Dr. Gary R. Reeves, 2013 LA	-2715
Management	-Dr. William T. Blomquist, 114 LA	-4231
Marketing Management	-Dr. John P. Maggard, 307-4 LA	-4626
Business Technology		
Hamilton Campus	-Mr. Harry F. Brooks	-6026

SCHOOL OF FINE ARTS

Architecture	-Mr. C. H. Barcus, Department Office	-6426
Art	-Mr. Thomas J. Gilmore, 202 HI	-7128
Music	-Mr. Samuel Bennett, 201 CPA	-3221

SCHOOL OF APPLIED SCIENCE

Engineering Technology	-Mr. G. A. DiPalma, 148 KR	-2650
Middletown Campus	-Mr. David A. Young, 205-V TEC (M)	-4936
Library Technology		
Middletown Campus	-Mrs. Virginia Brown, 224 JON (M)	-4936
Nursing	-Miss Ruth A. Busald, 580 MOS (H)	-6026
Middletown Campus	-Mrs. Floye J. Dockery, 205-Q SCI (M)	-4936
Office Administration	-Mr. Daniel D. Duricy, 228 KR	-4510
Paper Technology	-Mr. C. E. Brandon, 113 KR	-6989
Secretarial Science		
Middletown Campus	-To be assigned	
Systems Analysis	-Mr. Lawrence J. Prince, 149 KR	-5920
Hamilton Campus	-Mr. William Davis, 585 MOS (H)	-6026
"NO MAJOR"	-Mr. Errol A. Gundler, 132 KR	-3688

WESTERN COLLEGE	-Dr. Allen Davis, 148 PE	-2233

* location and phone number not available due to relocation.

bh

* UNIVERSITY-WIDE
COUNCILS AND COMMITTEES
1975-76

CABINET

Chairman: President
Members: Provost, Vice President for Finance and Business Affairs, Vice President for Student Affairs, Vice President for Development and Alumni Affairs.

ADMINISTRATIVE COUNCIL

Chairman: Phillip R. Shriver
Secretary: William G. Slover
Members: David C. Alden, Oneal J. Archer, Donavon C. Auble, Charles A. Auer, C. Eugene Bennett, C. Neale Bogner, Kenneth H. Bogard, J. Richard Box, George Bowers, David G. Brown, Naomi B. Brown, Robert R. Brown, John E. Dolibois, John E. Dome, Robert F. Etheridge, Earl D. Folker, Lloyd Goggin, B. Derrell Hart, William T. Hollingsworth, Robert T. Howard, Edward A. Jackson, Charles R. Kinder, David W. Lawrence, Myron J. Lunine, Bill R. Moeckel, Michael J. Montgomery, Donald E. Oehlerts, Spiro Peterson, Bernard F. Phelps, Charles R. Schuler, Mildred Seltzer, Robert J. Sherman, Richard G. Shrider, Charles L. Spohn, C. K. Williamson, Douglas M. Wilson, Lawrence W. Young.

ADVISORY COMMITTEE TO THE PRESIDENT

Chairman: Phillip R. Shriver
Secretary;: William G. Slover
Members: Charles A. Auer, Curtis W. Ellison, Frederick S. Gass, Anne W. Gatsos, Harold W. Jasper, Bernard F. Phelps, Marjorie A. Price, Charles L. Spohn, Suzanne H. Summer, John F. Williamson.

PRESIDENT'S ADVISORY COMMITTEE ON STUDENT FACILITIES

Chairman: Terence P. Winters
Members: Glenn R. Daugherty, James P. Lewis, Patricia A. McDermott, David R. Teckman, Stefanie Yova, and two freshman (to be appointed).

ADMINISTRATIVE COMMITTEES FUNCTIONING UNDER THE PRESIDENT AND VICE PRESIDENTS

Affirmative Action Advisory Committee (Advisory to the President)
Chairman: Barbara E. Nicholson (1976)
Members: Elizabeth C. Allen, June T. Dreyer, Lyman C. Peck, Gregory T. Walker, Lawrence W. Young (1976); Samuel F. Angus, Rellon L. Bennett, F. Jean Dockery, Joyce L. Wood (1977); Gisela E. Bah[illegible], Samuel Bennett, Roberta W. Lathram, Sarah F. Smith, Joseph S. Vannoy (1978); Robert M. Benz (*ex officio*), Michael J. Montgomery (*ex officio*); James H. Rodabaugh (Consultant on Handicapped).

*as of November 6, 1975

American Revolution Bicentennial Committee (Advisory to the President)
Chairman: B. Sue Frazier
Members: Helen C. Ball, Arthur F. Conrad, Sterling D. Cook, Walter E. Havighurst, Robert T. Howard, Galen Hosie, Richard M. Jellison, John Kenney, Edwin H. Meador, Graham Mitchell, David P. Roberts, Sandra Lynn Rohlfing, Donald L. Rosenberg, Francine Sevel, Donald Schriefer, Eileen D. Tway, Douglas M. Wilson, Gordon D. Wilson.

Bachelor Estate Committee (Advisory to the Provost and Vice President for Finance and Business Affairs)
Chairman: John L. Thompson
Members: Dick L. Deonier, Kenneth R. Havens, Charles Heimsch, David R. Osborne, Edward C. Simmel, R. Fred Woodruff, Arthur F. Conrad (Consultant).

Benjamin Harrison Medallion Award Committee (Advisory to the President)
Chairman: Herbert Waltzer
Members: Jay W. Baird, Charles E. Teckman.

Bishop Medal Committee (Advisory to the President)
Chairman: William T. Hollingsworth
Secretary: John E. Dolibois
Members: James H. Rodabaugh (fifth year), Everett F. Nelson (fourth year), Richard M. Jellison (third year), Roy Rinehart (second year), C. E. Stousland (first year).

Calendar Committee (Advisory to the President)
Chairman: Kenneth H. Bogard
Members: Joseph C. Ayer, Robert J. Brady, Earl D. Folker, William T. Hollingsworth, David W. Lawrence, Harry C. Lyle, Bill R. Moechel, Richard G. Shrider, T. Michael Smithson, Charles E. Teckman.

Faculty and Staff Traffic Appeals Board (Advisory to the Provost, Vice President for Finance and Business Affairs, and Vice President for Student Affairs)
Chairman: William G. Slover
Members: Charles S. Davis, Eleanor S. Gingrich, Curt Sanger.

Hammond Lectures on the American Tradition (Advisory to the Provost and Vice President for Development and Alumni Affairs)
Chairman: Dwight L. Smith
Members:
From the Board of Trustees: William Beckett, Carl Morgenstern
From the Faculty: David L. Frazier, James H. Rodabaugh
From the Alumni: John E. Dolibois, Ralph N. Fey.

Committee on Promotion and Tenure (Advisory to the President)
Chairman: Provost
Secretary: Secretary of the University (non-voting)
Members: Dean of the College of Arts and Science; Deans of the Schools of Education, Business Administration, Fine Arts, Applied Science; Dean of the Graduate School and Research; Dean of the Western College (non-voting).

University Parking Committee (Advisory to the Provost, Vice President for Finance and Business Affairs, and Vice President for Student Affairs)
Chairman: John P. Maggard
Members: Ann E. Davis, Phyllis D. DeMass, Robert F. Etheridge, Donald T. Fairburn, Dorothy K. Ignatius, E. Fuller Moore, Charles E. Watson, Kenneth R. Havens (ex officio), and one student from the Commuter Association.

University Records and Archives Committee (Advisory to the President)
Chairman: Donald Oehlerts
Members: Kenneth H. Bogard, Earl D. Fulker, Myron D. Maracchio, Gilbert H. Siegel, William G. Slover, Gordon D. Wilson.

ACADEMIC AFFAIRS EXECUTIVE COUNCIL

Chairman: Provost
Secretary: Secretary of the University
Members: Dean of the College of Arts and Science; Deans of the Schools of Education, Business Administration, Fine Arts, Applied Science; Dean of the Graduate School and Research, Dean of the Western College; Associate Provost for Academic Analyses; Associate Provost for Special Programs; Administrative Assistant, Office of the Provost; Directors of the Hamilton and Middletown Campuses; Director of Libraries; Director of the Luxembourg Center; Assistant Provost; Director of Instructional Resources.

COMMITTEES FUNCTIONING UNDER THE ACADEMIC AFFAIRS EXECUTIVE COUNCIL

Advisory Committee to Suggest Names of Black Scholars for Teaching Positions
Chairman: Joseph L. Cox
Members: F. Jean Dockery, Michael J. Montgomery, Marian E. Musgrave, Lawrence W. Young.

All-University Teacher Education Council
Chairman: Provost
Members: Five divisional deans and ten faculty, including four each from the College of Arts and Science and the School of Education and one each from the Schools of Business Administration and Fine Arts, as follows: Bernard W. Fuhr, John B. Gifford, Britton J. Harwood, Karl E. Limper, Randall W. Listerman, Gordon E. Martin, Jeannette Roberds, Michael H. Stuckhardt, Barbara Urell, Phillip R. Welty.

Committee on Animal Care Facilities
Chairman: Edward C. [illegible]
Members: [illegible], David F. Wilson, David McGraw (consultant).

Committee on the Use of Human Subjects in Research
Chairman: Arthur G. Miller
Members: Jack [illegible], [illegible] Eggert, Joseph C. [illegible], Harold O. [illegible], W. Robert Camp, [illegible], [illegible], Ronald J. [illegible], David [illegible], [illegible] Seidel, [illegible] Richard G. [illegible], James L. Pyle (ex officio), Robert R. [illegible] (ex officio).

IES Executive Committee
Director of IES: Christopher E. Barthel
Members: James L. Pyle (6-30-77), Dwight Smith (6-30-77), Kenneth E. Wilson (6-30-77), V. Daniel Ochs (6-30-78).

Radiation Control Committee
Chairman: Ronald W. [illegible]
Members: Christopher E. Barthel, John R. [illegible], [illegible], Glenn M. Julian, David W. Newman, Daniel V. Ochs, Douglas R. Taylor.

ACADEMIC COMPUTER SERVICES ADVISORY COMMITTEE

Chairman: George F. Williams
Members: Gordon A. Allen, George Arfken, [illegible], Charles A. [illegible], Joseph D. [illegible], John E. Buchanan, Joseph E. [illegible], John E. [illegible], Gary G. Gilbert, [illegible], [illegible], Richard B. Moore, Alice Chang Phillips, Paul W. [illegible].

APPELLATE COMMITTEE ON STUDENT RESIDENCY

Chairman: David C. [illegible]
Members: Kenneth A. [illegible], Earl D. [illegible].

ART MUSEUM DEVELOPMENT COMMITTEE

Chairman: Donald W. [illegible]
Members: Robert S. Bailey, Bonnie Mason, James R. Rodabaugh, Orpha M. Webster, Robert Wicks, Jr., Sterling D. Cook (ex officio), John E. Dollison (ex officio), two Coordinate-Walter I. Farmer, Thelma F. [illegible], and one student-David S. [illegible].

ATHLETIC ADVISORY BOARD

Chairman: Charles [illegible]
Secretary: John E. Dollison
Members: John E. [illegible], Lloyd Goggin, Harold W. [illegible], Marjorie A. Price, Roy [illegible], Richard G. [illegible] (ex officio), W. Fred [illegible] (consultant), four students—Patricia A. [illegible], Christopher M. [illegible], Robert [illegible], Jean [illegible].

[illegible]

Chairman: [illegible]
Members: [illegible] *ex officio*, [illegible] *ex officio*, [illegible] *ex officio*

[illegible]

Chairman: [illegible]
Members: [illegible]

COUNCIL OF ACADEMIC DEANS

Chairman: Provost
Secretary: Secretary of the University
Members: [illegible]

[illegible]

Chairman: [illegible]
Members: [illegible]

[illegible]

[illegible]
Members: [illegible]

DEVELOPMENT ADVISORY COUNCIL

Chairman: Vice President for Development and Alumni Affairs
Secretary: Director of Development
Members:
From the Board of Trustees: [illegible]
From the Faculty: [illegible]
[illegible]
[illegible]
Term Expiring [illegible]
Term Expiring [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]

[illegible]

[illegible]
[illegible]

[illegible]

[illegible]
[illegible]
[illegible]

[illegible]

[illegible]
[illegible]

[illegible]

[illegible]
[illegible]

[illegible]

[illegible]
[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

University Senate Committee on Rules

Chairman: John W. Shreve

Members: Samuel Bennett, Mary L. Evans, Bruce R. Freedman, Helen L. Martin, Bruce H. Olson, Mary G. Persyn, Bernard F. Phelps, James L. Pyle.

University Council

Chairman: Provost

Vice Chairman: Dean of the College of Arts and Science

Secretary: Secretary of the University

Parliamentarian: Robert Friedenberg

Faculty Members: Sixteen elected by the University Senate from its own membership, including one member each from the Hamilton and Middletown Campuses, for a two-year term expiring in 1977.
David W. Bergstrom, S. Elwood Bohn, Robert Bornstein, Gerald DiPalma, Curtis W. Ellison, Frederick S. Gass, Kenneth M. Glass, Harold W. Jasper, Robert C. Johnson, Donald G. Kaufman, Karl E. Limper, Harry C. Lyle, Philip A. Macklin, Kenneth E. McDiffett, Susan W. Rockwood, Harold A. Truax, Jr.

Faculty Alternate Members: P. A. Aliapoulios, John N. Dickinson, Roland A. Duerksen, Martin E. Dulgarian, Frederic M. Pollack, Marjorie A. Price, Lawrence J. Prince, John D. Reardon, Roy B. Ward, Robert L. Wendel.

Presidential Appointee Members: (appointed by the President). C. Neale Bogner, George Bowers, Myron J. Lunine, Bill R. Moeckel, Spiro Peterson, Charles L. Spohn, C. K. Williamson.

Presidential Appointee Alternate Members: (appointed by the President). Robert B. Butler, Charles S. Davis, B. Derrell Hart, Charles R. Kinder, Jane Rees, Charles E. Skipper, James R. Woodworth.

Ex officio Administrative Voting Member: Provost

Ex officio Administrative non-voting Members: Secretary of the University and the Parliamentarian.

Student Members: Mike Cahill, Dana E. Cummings, Steven B. Gardner, Rebecca L. Gillespie, Dean R. Gladden, Lynn R. Green, Debra G. Mailman, Thomas L. Rinehart, Mark C. Sheidler, Dan J. Williamson, Christopher Yalonis.

Student Alternate Members: William R. Danner, Mark J. Durket, William Y. Hamilton, Ronald S. Kopp, Klaus E. Wenger.

Ex officio Student Voting Member: Vice President for Academic Affairs of the Student Body or his designate.

SUB-COMMITTEES OF THE UNIVERSITY COUNCIL

Admission Committee

Chairman: William H. Hardesty

Members: Joseph H. Bein, Wallace I. Edwards, Kenneth M. Glass, Robert Martin, Richard A. Rayle, Marc Shulman, Sueann Strom, Barry B. Witham, Lawrence W. Young, Charles R. Schuler (*ex officio*), T. Michael Smithson (*ex officio*), Douglas M. Wilson (*ex officio*), and three students: Steven W. Myers, Susan E. Secor, Irving B. Weinberg.

Committee on the Improvement of Instruction

Chairman: Robert N. Phillips

Members: Elizabeth Baer, David W. Bergstrom, Mary Ruth Lembright, E. Fuller Moore, Robert H. Myers, Fredric M. Pollack, Thomas C. Richards, Frances R. Ryan, Peter M. Schuller, Lawrence W. Sherman, Barbara W. Wolfe, Roy B. Ward (ex officio), and six students: Dale H. Andreas, Carl E. Cormany, Janette M. Gau, Debra G. Mailman, Patricia K. Sale.

Committee on International Studies and Programs

Chairman: H. Ralph Jones

Members: Chiang-Tsu Chow, Amit K. Jain, Raymond L. Moloney, Donald N. Nelson, Peter N. Pedroni, John D. Reardon, Bertha B. Thompson, John E. Dubois (ex officio), Howell C. Lloyd (ex officio), Warren L. Mason (ex officio), Mildred Seltzer (ex officio), and four students: Polly A. Jones, Charlotte L. Moloney, Suzanne Strobel, Benjamin C. Weston.

Committee to Review the Enabling Act

Chairman: Bernard F. Phelps

Members: Charles E. Capel, Martin E. Dulgarian, Johnny F. Hill, John C. Jahnke, Mary G. Persyn, Robert Friedenberg (ex officio), and three students: Scott Davis, Kenneth A. Peterson, George P. Wick.

Committee on Undergraduate Academic Regulations

Chairman: John N. Dickinson

Members: Donavon C. Auble, Kenneth H. Bogard, Alberta L. Ittel, Richard G. Laatsch, Edward B. Parsons, John R. Romano, Paul J. Schiller, Suzanne H. Summers, James T. Ziegler, and four students (to be nominated).

Elections Committee

Chairman: Robert S. Smith

Members: James E. Bever, Charity C. Dickey, Bernard W. Fuhr, Charles S. Holmes, Paul T. Nelson, Bruce Olson, Elizabeth S. Rogers, Harold A. Truax, Jr., Philip K. Welty.

Faculty Research Committee

Chairman: Naresh N. Gupta

Members: Thomas Urban, Curt Sanger (6/30/76); David Cope, Maxine Gates, Thomas Idinopulos, Glenn Julian, David S. McLellan (6/30/77); Sheldon I. Guttman, Donald E. Parker, Alice C. Phillips, Daniel F. Wozniak (6/30/78). Alternates: Gyan Chandra, Fuller Moore, David Wiles, W. E. Scott (6/30/76).

Scholarship and Student Aid Committee

Chairman: S. Elwood Bohn

Members: Joseph C. Ayer, F. Jean Dockery, Charles P. C. Flynn, Adon M. Foster, Carlos P. Gray, Fred B. Holl, Louise F. Luce, Gordon E. Martin, David C. Siebenhar, Charmaine Slingerland, John L. Stedl, Marilyn E. Throne, Wayne E. Wallace, David W. Lawrence (ex officio), T. Michael Smithson (ex officio), Marian G. Smithson (ex officio), James P. Sturgeon (ex officio), and three students: Lisa Palmer, Janet E. Stewart, Deborah Zulaf.

Student Disciplinary Appeals Board
Chairman: Robert C. Johnson
Members: Harold W. Jasper, Kenneth McDiffett, and one student-Thomas Rinehart.
Alternates: Marjorie A. Price, and one student-William R. Danner.

Undergraduate Fellow and Honors Program
Chairman: David E. Kullman
Members: Allan L. Allenspach, Robert Bornstein, William R. Campbell, Susan S. Kellar, James K. Powell, Beatrice Pyle, David M. Scotford, and three students: Carl E. Cormany, Franklin Marcus, Susan L. Urig.

University Library Committee
Chairman: G. Stanley Kane
Members: Thomas M. Coakley, Linda L. Conaway, Gary G. Gilbert, Richard E. Ginther, William D. Jackson, Donald C. Kelly, Karl E. Limper, Richard H. McClure, Pierre R. Soutteau, Louise W. Heidler (ex officio), David W. Lawrence (ex officio), Donald E. Oehlerts (ex officio), and three students: Charles L. Emerman, Rebecca L. Kimes, Myrna I. Marowitz.

University Requirement Committee
Chairman: John A. Dutra
Members: Paul A. Aliapoulios, Martin J. Bennison, Joseph S. Cantrell, Sander B. Friedman, Dan E. Huss, Susan A. McCormack, William H. Newell, Jerome H. Rosenberg, Robert E. Rueggeberg, and three students: Lynn R. Green, Karin Hopkins, Gregory J. Oles.

MIAMI UNIVERSITY

MEMORANDUM

The Faculty Research Committee is taking this opportunity to invite your application for research funds, a Summer Research Appointment, and/or a Research Graduate Assistantship. The Committee would like to encourage all faculty members, especially those of you who have not previously applied, to apply for these awards. The impending deadlines for each are as follows:

1976 Summer Appointments: October 6, 1975

Graduate Research Assistantships: October 20, 1975

Round One: November 3, 1975

Round Two: (If any monies are left) February 2, 1976

Information regarding the form your application is to take may be found in Appendix G of the Information Manual. The application forms may be obtained from your respective academic deans. Additional copies of the two application forms may be obtained from the Office of the Graduate School in 102 Roudebush. The application forms are being made available through your respective academic deans in order to economize on the use of paper. Completed forms are to be returned to the Graduate School in care of the Faculty Research Committee. Please notice that one copy is sufficient for page charges and reprint costs, but that fourteen copies are required for all non-routine applications. Applicants for Summer Research Appointments must file a copy of their application with the Dean of their college or school.

Proposals involving the use of radiating materials or human subjects must be forwarded to the Radiation Control Committee and the Committee on the Use of Human Subjects in Research, respectively, after they have been approved by the Faculty Research Committee. Professor Ronald Treick is the chairman of the Radiation Control Committee. Professor Arthur Miller chairs the Committee on the Use of Human Subjects. To expedite the processing of these proposals, the appropriate committee should be contacted in advance of submitting a proposal.

Please note a fund for Xeroxing and duplicating, and art work has been established for small projects at both the King Library and Audio Visual Services. Researchers who anticipate expenses over $5.00 must include a request for such service in their proposal for research support. See Section 8 of Types of Support.

The members of the Faculty Research Committee hope that you will take the time to read Appendix G and prepare a thorough proposal, including the section of the application which describes your recent scholarly activity. Questions concerning your proposal may be directed to the Graduate School (Ext. 4125) or to the Chairman of the Faculty Research Committee.

Sincerely,

Naresh N. Gupta

Naresh N. Gupta, Chairman
Faculty Research Committee

eg

Appendix G

MIAMI UNIVERSITY FACULTY RESEARCH COMMITTEE

PLEASE RETAIN FOR FUTURE USE

September 1, 1975

Research Opportunities and Application Procedures

I. Statement of Intent

The Faculty Research Committee invites applications from faculty members of all departments in support of specific research projects (including creative production in the fine arts and literature) that are appropriate to their professional disciplines and interests.

The Committee will not consider applications requesting support for the acquisition of pedagogical materials or for the preparation of workbooks, textbooks, anthologies, collections of reprinted essays or fictional materials, or any other material primarily pedagogical in nature. By the same token, if a proposed research project, as characterized in the foregoing paragraph, does qualify for Committee consideration, the Committee will not discriminate against it because of its money-making potential.

The Committee regrets to state that, due to financial limitations, it will be unable to support certain types of projects, regardless of their scholarly merit. Chief among these are: (1) research proposals from faculty members who do not hold terminal degrees (the nature of which, the Committee realizes, varies from discipline to discipline), and (2) theses, dissertations, and research projects of graduate students. Similarly, the Committee as a rule cannot consider requests for consortia memberships or for travel to professional meetings, both of which are ordinarily incorporated in departmental budgets. However, travel to professional gatherings for the purpose of doing research does sometimes qualify for limited support.

The Committee urges all faculty members seeking research support to investigate the possibilities of outside (e.g., government or foundation) funding. Because of its rather limited budget, the Committee generally finds it necessary to view the funds at its disposal as "seed money," and does not undertake to support on its own large research projects.

Finally, the Committee urges that all faculty members consult the sections on travel, leaves, and Patent and Royalty in the information manual.

II. Types of Support

1. Page Charges. The Committee will support page charges (publication costs) for articles, within the limits of its budget, provided that: (1) articles are published in refereed journals; (2) the practice of charging publication costs is a standard policy of said journals and not merely for early publication; (3) the applicant has no outside resources at his disposal; and (4) the applicant has been unsuccessful in his attempt to obtain a waiver of page charges. The Committee asks that all applications for page charges carry

documentation of these points. Documentation may take the form of appending to an application a copy of the masthead page of the journal in question (which ordinarily specifies editorial policy), copies of correspondence with journal editors, or any other appropriate material.

2. Reprint Charges. The Committee will support reprint charges for articles published in refereed journals. This point must be documented in a manner similar to the one described above. Support will equal the cost of the smallest number of reprints that can be ordered.

Note: The Committee provides a one-page self-explanatory application form to be used in requesting funds for publication costs or page charges. For other types of support available through the Committee, a five-page application form is provided (See Section III.5). Copies of the one page application are available in Divisional Dean's offices, or may be obtained at the Office of the Dean of the Graduate School and Research.

3. Summer Research Appointments. For a number of years the Board of Trustees has authorized the designation of several faculty members to summer research appointments. Recipients of these appointments are expected to carry on active research during the entire period of the fourth quarter, with total compensation $2000 paid at the same time as other fourth quarter salaries. The summer research appointments are not granted unless there is a clear promise of productivity, nor are they awarded to the same person more often than once every three years. Employment at Miami the year following the Summer Research Appointment is a condition for accepting the award.

4. Graduate Assistants for Faculty Research. Each year a limited number of faculty members are allotted graduate assistants to aid them in research projects. To fill a research assistantship, the student must be appointed through regular academic channels as are other graduate assistants and be subject to the same regulations. The graduate assistant assigned to faculty research is a part-time member of his department, but he will not be counted as a part of the instructional personnel in calculating a department's student credit hour ratio.

5. Personnel. The Committee will consider payment of wages of students who assist faculty members in their research. Ordinarily such support will be within the Work-Study program, but any reasonable request will be considered.

6. Equipment and Supplies. The Committee will consider requests for supplies and equipment needed for specific research projects, provided that:
   (1) a need is clearly established
   (2) the proposed equipment is not readily available
   (3) the proposed supplies are available for research purposes from departmental stockrooms.

Note: Grants to an individual faculty member for wages, equipment, and supplies shall not exceed $1,500 in any fiscal year. And all equipment, books, manuscripts, or other devices purchased with research funds become the property of Miami University.

7. Travel Expenses for the Purpose of Research. A faculty member may be granted monies for certain travel expenses related to research when the request is made in conjunction with a research project already in progress. Ordinarily travel grants shall be for coach airline fare (other modes of travel must be justified in detail) plus a maximum of $50 a day for meals and lodging, and such awards to a single faculty member shall not exceed $400 in a given fiscal year.

8. Audio-Visual and Xeroxing Services. Requests for xeroxing, art work, photographic work must be included in the application.

A fund of $1000 has been established to assist researchers for incidental xeroxing that will not exceed $5 per faculty. If your project needs are over $5, you must apply for support. When depleted, the fund will not be renewed until the next fiscal year.

9. Book Publication. The Committee will support, within the limits of its budget, research for and manuscript preparation of scholarly books written by members of the faculty. Publishers' charges for book manuscripts accepted by University Presses will be considered (commercial presses are specifically excluded). Authors supported by the Committee agree to acknowledge the Committee's assistance in their work.

III. Procedures for Application

Each request submitted for the Committee's consideration should be a completed application form with any necessary additional documentation appended. Forms are available in each academic Dean's Office.

1. Where to Submit: Please forward all applications to the Faculty Research Committee, c/o the Dean of the Graduate School and Research ([illegible]).

2. Number of Copies:
   Page costs and reprint charges: one copy.

   All other requests: fourteen copies.

3. Deadlines

   a) Summer Research Appointments: First Monday of October.

   b) Graduate Research Assistants: third Monday of October.

   c) Publication costs and reprint charges: Any time before the budget runs dry.

   d) All other requests: The Committee compares and evaluates in a Round I competition all requests received by the first Monday of November. Round II includes those requests received by the first Monday of February. If sufficient funds are available, a Round III is announced.

Note: The deadlines for Rounds I, II (and III, if appropriate) are taken seriously by the Committee. However, it is clearly understood that research needs are sometimes impossible to fit into an academic calendar, and inquiries as to whether or not specific applications could be considered at certain times are welcomed by the Committee.

[illegible]. [illegible]

[illegible]. [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

6. [illegible]

APPENDIX [illegible]

[illegible]

Application for Publication Costs and/or Reprint Charges

Name of Author(s): ____________________

Faculty Rank of Applicant: ____________________

Department: ____________________

Type of Request: ___ Reprint Charges [illegible]

___ Publication Costs

Title of Article: ____________________

____

____

Title of Journal: ____________________

____

Attachments Required:

1. [illegible]
2. [illegible]

Additional Supporting Statement:

Signature ____________________

[illegible]

[illegible]

[illegible] [illegible]

[illegible] [illegible]

[illegible] [illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible] [illegible]

[illegible] [illegible]

[illegible] [illegible]

[illegible]

[illegible] [illegible]

[illegible] [illegible]

[illegible]	[illegible]	[illegible]	[illegible]

[illegible] [illegible] $

[illegible] [illegible]

[illegible] [illegible] $

[illegible] [illegible]

[illegible] [illegible] $

[illegible] [illegible]

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

[illegible]

13. Publications, Art Exhibits, Recitals, Scholarly Activity:

14. SUMMER RESEARCH FELLOWSHIP APPLICANTS ONLY

If the Summer Research Fellowship is granted, I shall not accept supplementary employment during the term of the award, and I shall submit a one-page progress report of my research activities by October 1.

Signature ______________________________

# GUIDELINES
for

The Use of Human Subjects in Research

For Miami faculty submitting proposals to the Faculty Research Committee or to external funding agencies that specify the use of human subjects and require therefore review by the university committee on human subjects.

And for Miami faculty doing research involving human subjects not requiring such a review but desiring nonetheless advice from the committee.

1. Give the number and general identity of proposed subjects.
2. Describe (or submit a copy of) the form used to gain the subjects' consent and indicate the means by which consent is obtained (i.e., show that consent is voluntary and informed).
3. Describe the risks to health and safety, actual and potential, that the subjects run and describe the precautions taken to eliminate or reduce them.
4. If deception of the subjects is necessary to the investigation, explain the nature of the deception and justify it.
5. Specify the uses to which the data gained from the subjects is to be put and state the provisions for keeping the identity of the subjects confidential.
6. Incorporate information about the use of human subjects directly into the proposal, if appropriate, but in addition provide an appendix for drawing together this information and attending to the specific concerns of the committee. (DHEW reviewers have complained that university reviewers often seem to have information not available to them. This should not be the case if researchers will follow this last suggestion.)

19 September 1974

APPENDIX H

THE ACADEMIC PROCESSION *

(According to seniority of appointment)

PROFESSORS EMERITUS

Swisher, Amy M. - 1917; 1949-
Alderman, William E. - 1935;1959-
Young, Margaret L. - 1922; 1955; 1960-
Page, Helen E. - 1926; 1953-60-
Bain, Read - 1927; 1929; 1960-
Visser, Marie - 1928; 1938; 1960-
Mead, Edward G. - 1929; 1938; 1957; 1960-
Willcockson, Mary - 1929; 1939; 1960-
Clark, Isabel W. - 1936; 1946; 1960-
Rider, George L. - 1917-19; 1924; 1961-
Irvin, Leon P. - 1919; 1930; 1961-
Webster, Orpha M. - Feb. 1927-44; 1945; 1952; 1961-
Macomber, F. Glen - 1950; 1955; 1959-61-
Hefner, Robert A. - 1925; 1940; 1962-
Albert, J. Paul - 1924; 1942; 1962-
Russell, Harry J. - 1931; 1949; 1962-
Jones, Willis K. - 1923; 1928; 1963-
chluter, I. L. - Jan. 1928; 1939; 1963-
Hodgin, Marston D. - 1927; 1946; 1963-
Campbell, J. Helen - 1928; 1946; 1963-
Furth, Victor J. - 1949; 1963-
O'Connor, Margaret M. - 1918; 1927; 1964-
White, Howard - 1927; 1964-
Erickson, Eric E. - 1925; 1943; 1964-
Shaw, Margaret A. - 1925; 1945; 1964-
Barr, Glenn R. - 1928; 1946; 1964-
Ortlieb, Ruth V. - 1939; 1948; 1964-
Wolfe, Alberta L. - 1942; 1949; 1964-
Lawrence, M. Elizabeth - 1935; 1937; 1951; 1964-
McNelly, Walter C. - 1923-27; 1928; 1940; 1965-
Erickson, Louise G. - 1930-32; 1940; 1948; 1965-
Freel, Elizabeth A. - 1937-43; 1943; 1951; 1965-
Chace, Howard L. - 1931; 1953; 1965-
Spencer, Willard W. - 1930; 1966-
Switzer, St. Clair - 1929; 1946; 1966-
Miltenberger, Everett J. - Feb. 1943; 1967-
Fowler, Agnes - 1928; 1955; 1967-
Emmert, Robert W. - 1952; 1957; 1967-
Ramsey, William M. - 1943; 1945; 1960; 1967-
Young, Helen L. - 1941-42; 1943; 1961; 1967-
Van Goeden, Christine - 1941; 1967-
Abegglen, Homer N. - 1928; 1947; 1968-
Montgomery, Henry C. - 1940; 1948; 1968-
Lyon, Dora - 1930; 1951; 1968-
Bodenham, Ruth B. - 1934; 1956; 1968-
Belk, Ethel C. - 1929; 1944; 1964; 1968-
Havighurst, Walter E. - 1928; 1942; 1969-
McNiff, William J. - 1929; 1947; 1969-
Whitesel, John A. - 1941; 1949; 1969-
Moore, Albert A. - 1937-41; 1947; 1952; 1969-
Houtchens, Lawrence H. - 1946; 1954; 1969-
Penn, Florence - 1945; 1955; 1969-
Runyon, Treva G. - Feb. 1955; 1960; 1969
Crannell, Clark W. - Feb. 1946; 1948; 1961; 1969-
Glos, Raymond E. - 1927; 1939; 1963; 1969-
Colville, E. Jay - 1927; 1940; 1970-
Wright, Gilson - 1940; 1949; 1970-
Kyger, Barbara Z. - 1945; 1949; 1970-
Virts, Dorothy A. - 1928; 1951; 1970-
Wilson, Charles R. - 1934-35; 1961; 1970-
Breitenbucher, Jacques R. - 1927; 1946; 1971-
Bauer, Arthur W. - 1942; 1946; 1971-
Boesel, Marion W. - 1928; 1946; 1971-
Seyler, Zelma K. - 1943; 1948; 1971-
Haley, Harold L. - 1929; 1949; 1971-
Mohr, Harold E. - 1949; 1971-
Schwab, Rosamond B. - 1946; 1951; 1971-
Harvey, Clifford E. - 1931; 1943; 1972-

As of November 1, 1975

PROFESSORS EMERITUS (continued)

Niswonger, C. Rollin - 1935; 1947; 1972-
Garrison, Donald E. - 1947; 1972-
Bangert, Charles W. - 1946; 1949; 1972-
Thesken, Earl V. - 1950; 1972-
Hill, Eldon C. - 1938; 1956; 1972-
Warren, Harris G. - 1957; 1972-
Foss, Maurice F. - 1940; 1944; 1960; 1972-
Wilson, Gordon D. - 1930; 1948; 1960;
1972-
Silliman, Georgina - 1945; 1950; 1962; 1972-
Cunningham, Warren - 1946; 1948; 1968;
1972-
Fulwider, Edwin L. - 1940-42; 1949; 1952;
1973-
Barron, George F. - 1936; 1954; 1973-
Wertz, Willis W. - 1931; 1955; 1973-
Purdy, Ralph D. - 1956; 1959; 1973-
Frohlich, Otto - 1957; 1961; 1973-
Cottrell, W. Fred - 1930; 1946; 1974-
Heinemeyer, Donald L. - 1943; 1946; 1974-
Easton, Robert L. - 1948; 1974-
Pelley, James H. - 1951; 1974-
Von Haden, Herbert I. - 1947; 1952; 1974-
Bloom, G. Melvin - 1951; 1953; 1974-
Wright, H. Bunker - 1938; 1939; 1945;
1954; 1974-
Becker, David W. - 1949; 1956; 1974-
Price, M. Katherine - 1944; 1950; 1956;
1974-
Roth, Charles E. - 1964; 1974-
Powell, Marcy S. - 1930; 1948; 1972; 1974-
Williams, Harry M. - 1929; 1947; 1975-
Gordon, James A. - 1946; 1953; 1975-
Grosscup, George C. - 1938-40; 1950;
1955; 1975-
Hill, L. Eugene - 1950; 1961; 1975-
Taylor, James W. - 1953; 1962; 1975-
Houtchens, Carolyn W. - 1946; 1949; 1957;
1965; 1975-
Duncan, Dorothy B. - 1952; 1973; 1975-

PROFESSORS

ilbert, Joseph C. - 1945; 1947-
Strickland, Charles E. - 1947-48; 1952-
Snider, Delbert A. - 1947; 1953-(Last)
Buckingham, John H. - 1943; 1953-
Nelson, Emmett F. - 1951; 1955-
Longee, Karl E. - 1939-41; Feb. 1946; 1956-
Arthur, George D., Jr. - 1952; 1953; 1956-
Weigel, John A. - 1939; 1948; 1957-
Svinch, Edgar M. - 1941; 1945; 1957-
Beninch, Charles - 1958-
Fahr, Bernard W. - 1951; July 1958-
Rogers, C. Neale - 1955; 1959
Jensen, Floyd L. - Apr. 1944; 1948; 1959-
Etheridge, Robert F. - 1959; 1960-
Hollingsworth, William T. - 1960-
Myers, Robert H. - Feb. 1949; 1952; 1960-
Parsons, George H. - 1948; 1954; 1960-
Scofield, David M. - Feb. 1950; 1955; 1960-
Mahoney, Raymond L. - 1954-55; 1960-
Smith, Dwight L. - 1953; 1956; 1960-
atterstrom, G. Gene - 1954; 1957; 1960-
appel, Charles E. - 1960-
Berry, Robert E. - 1950; 1961-
Thompson, John L. - 1949; 1956; 1961-
Macklin, Philip A. - 1956; 1957; 1961-
Rose, Jane L. - 1958; 1961-
Brown, Robert B. - 1961-
Weidner, Bruce T. - 1947; 1962-
Neill, Jack B. - 1942; 1948; 1962-
Anderson, Thomas B. - 1955; 1962-
Peterson, Spiro - 1952; 1954; 1958; 1962-
Gotlin, Robert L. - 1947; 1951; 1956; 1960; 1962-
Edwards, Dorris W. - 1940-41; 1946; 1951; 1963-
Pierce, Charles T. - 1947; 1953; 1963-
Reinhart, Roy H. - 1951; 1958; 1963-
Williamson, Clarence K. - 1955; 1957; 1963-
Yager, E. Ben - 1956; 1960; 1963-
Christensen, Rex M. - 1956; 1960; 1963-
Woodworth, James R. - 1948-50; 1951-60; 1963-
ampton, William T. - 1953; 1956; 1958; 1961; 1963-
Stevens, George - 1963-
Holloway, Stephen C. - 1951; 1953; 1958; 1964-
Phelps, Bernard F. - 1946; 1950; 1957; 1959; 1964- (D)
Elliott, George E. - 1964; 1966-
Peck, Lyman C. - 1961; 1965-
Livingston, Harry - 1961; 1965-
Shriber, Richard G. - 1957; 1963; 1966-
Brown, Russell B. - 1966-
Vaughn, Charles M. - 1946; 1950-51; 1966-
Bever, James E. - 1956; 1959; 1966-
Gifford, David F. - 1950-51; 1956; 1960; 1966-
Maggard, John P., Jr. - 1955; 1961; 1966-
Walbert, John A. - 1961; 1966-
Jacobs, Daniel H. - 1956; 1960; 1966-
Peters, Lawrence J. - 1963; 1966-
Bennett, C. Eugene - 1965- (D)
Sherman, Philip B. - 1966-
Yeli, Paul M. - 1943; 1948; 1966-
Donaldson, Richard E. - 1947; 1955; 1966-
Pfaff, Harold F. - 1948; 1949; 1957; 1966-
Putnam, Herbert - 1957; 1960; 1966-
Edwards, Donald L. - 1962; 1966- (LOA)
Jellison, Richard M. - 1962; 1966-
Dubs, R. Elwood - 1964; 1966-
Mandell, Perry M. - 1952; 1955; 1967-
Mackey, Richard T. - 1953; 1963; 1967-
McKinney, William J. - 1957; 1960; 1967-
Ingersoll, Edwin M. - 1951; 1961; 1967-
Shaw, Donald E. - 1956; 1959; 1961; 1967-
Dalton, Robert B. - 1952; 1955; 1962; 1967-
Duston, Charles A. - 1967-
Kirtley, Dean - 1967-
Wendel, Bill B. - 1967-
Roberts, Kimberley B. - 1967-
Rodabaugh, James H. - 1967-
Perrin, Nicholas A. - 1951; 1957; 1968-
Bowden, C. Edwin - 1958; 1968-
Bertram, C. Harold - 1949; 1955; 1968-
Steele, Robert J. - 1957; 1962; 1968-
Long, Andrew L. - 1962; 1968-
Schaefer, John C. - 1955; 1958; 1963; 1968-
Bergman, William J. - 1963; 1968-
Wilson, William E. - 1947; 1958; 1968-

[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

ASSISTANT PROFESSORS (continued)

Branch, Janet S. - 1974-
Challis, A. James - 1974-
Cope, Mary Jane - 1974-
Corbett, Sherry L. - 1974-
Davis, Allen J. - 1974-
Dickson, Jesse D. J. - 1974-
Fryer, Judith - 1974-
Hamill, James - 1974-
Harvey, Aubrey E. - 1974-
Hill, Thomas M. - 1974- (Visiting)
Houk, T. William - 1974-
Hoyle, William C. - 1974-
Hurst, Rosemary - 1974-
Jaffe, Neil M. - 1974-
Jaworski, Jan G. - 1974-
Kehr, James B. - 1974-
Keiley, Robert L. - 1974-
Knoll, John C. - 1974- (NROTC)
Loureiro, Consuelo - 1974-
McKibbin, W. Alex - 1974-
McWhirter, Darien A., III - 1974-
Metcalf, Eugene W., Jr. - 1974-
More, Judith D. - 1974-
Newell, William H. - 1974-
Packard, Sandra P. - 1974-
Parker, Thomas W. - 1974-
Perkins, John H. - 1974-
Sandro, Paul - 1974-
Schloss, David - 1974-
Scott, William E. - 1974-
Somers, John W. - 1974-
Sparkman, Mickey M. - 1974-
Tomarken, Edward L. - 1974-
Vail, Eleanore - 1974-
Wasson, Betty - 1974-
Welty, Philip K. - 1974- (H)
Blackwell, Kay H. - 1968; Jan. 1975-
Wood, Joyce L. - 1968; Jan. 1975-
Chan, fook-lam Gilbert - 1971; Jan. 1975-
Pedroni, Peter N. - 1971; Jan. 1975-
Williams, George F. - Jan. 1972;
Jan. 1975-
Klink, John C. - 1974; Jan. 1975-
Pirner, Phyllis A. - 1974; Jan. 1975-
Ryan, Frances R. - 1964-66; 1970;
March 1975-(H & M)

Hutchinson, William K. - 1972; March 1975-
Kane, Kenneth B. - 1972; March 1975-
Crosby, Patricia L. - 1967; 1975-
Crow, John H. - 1971; 1975-
Johnson, Mary Ann R. - 1971; 1975-
Fannin, Alice F. Q. - 1972; 1975-
McCormack, Susan A. - 1972; 1975- (H)
Ziegler, James T. - 1972; 1975-
Barnes, John A. - Jan. 1973; 1975-
Bhanos, Alex P. - 1973; 1975-
Cooper, Anthony J. - 1973; 1975- (M)
Miller, Merwin Lee - 1973; 1975-
Simcock, Bradford L. - 1973; 1975-
Sullivan, Dennis H. - 1973; 1975-
Hill, Johnny F. - 1970; 1974; 1975-
Simpson, Joseph C. - Jan. 1975- (Adjunct)
Kaled, Albert - April 1975-
Acanfora, Jerry A. - 1975-
Anderson, Paul V. - 1975-
Baumgarten, John A. - 1975- (NROTC)
Bernheim, Mark A. - 1975-
Biedenkapp, Anne - 1975-
Brice, William B. - 1975-
Clark, Donald R. - 1975- (AFROTC)
Clark, Jill - 1975-
Cohen, Robert - 1975- (Visiting)
Creech, James N. - 1975-
Green, William J. - 1975-
Kamuf, Peggy - 1975-
Kleinberg, Susan J. - 1975-
Lammert, John M. - 1975- (Visiting)
Marston, Vincent - 1975-
McFarland, Suzanne L. - 1975-
McGrew, David C. - 1975- (Adjunct)
McManman, Kathleen - 1975-
More, John R. - 1975-
Morse, Benjamin - 1975- (H)
Packard, Martin T. - 1975- (Adjunct)
Parker, Travis W., Jr. - 1975- (NROTC)
Perino, Janice K. - 1975-
Philport, Joseph C. - 1975-
Plater, E. D. - 1975-
Rockoff, Edward - 1975-
Rudge, Susan J. - 1975-
Sage, Michael J. - 1975- (NROTC)
Smith, J. Donald - 1975-

ASSISTANT PROFESSORS (continued)

Stone, Patricia L. - 1975-
Tabasz, Thomas F. - 1975-
Thornton, Mary E. - 1975-
Thorpe, Thomas M. - 1975-
Tully, Bruce - 1975-
Van Gelder, Arthur - 1975-
Wagenaar, Theodore C. - 1975-
Walsh, Dennis P. - 1975-
Warren, Joe N. - 1975- (NROTC)
Wortman, William - 1975-

APPENDIX H

POST-DOCTORAL TEACHING FELLOWS (at Assistant Professor rank)

Bowling, David E. - 1973-
Smoot, William R. II - 1973-
Waggener, Joseph - 1973-
Elliott, Marianne - 1974-
Knight, Willis J. - 1974-
Krause, Paul F. - 1974-
Tortoriello, Thomas R. - 1974-
Burke, Mary Ann - 1975-
DeVita, Joseph - 1975-
Fraser, Iain A. - 1975-
Greenberg, Mitchell - 1975-
Hinkle, Stephen W. - 1975-
Johnston, Gary L. - 1975-
Klegon, Douglas A. - 1975-
Mills, James I. - 1975-
Olson, Roy C. - 1975-
Palmer, Robert A. - 1975-
Smith, Mark S. - 1975-
Weber, Donald B. - 1975-

SENIOR INSTRUCTORS

Cummings, Elizabeth S. - 1953; 1973-
Williams, Theodore - 1957; 1973-
Rowe, Dorothy L. - 1958; 1973-
Hunt, Gerald A. - 1959; 1973-
Bystrom, Adoree - 1962; 1973-
Trusty, Geraldine K. - 1964; 1965; 1973-
Lehman, A. James - 1965; 1973- (M)
Simmons, Richard A. - 1965; 1973-
Baxter, Joseph R. - 1966; 1973- (M)
Hines, Philip R. - 1966; 1973- (M)
Plageman, Mark E. - 1966; 1973- (M)
Toadvine, Jane E. - 1966; 1973-
Faris, Don W. - 1966; 1967; 1973- (M)
DeWine, Phyllis, S. - 1967; 1973-
Fishburn, Geoffrey D. - 1967; 1973-
Klaaren, Donna S. - 1967; 1973- (M)
Lathram, Roberta W. - 1967; 1973- (H)
Parker, Christine E. K. - 1967; 1973- (M)
Becker, Lorna K. - 1968; 1973- (M)
Melvin, Mary P. - 1965-70; 1971; 1973-
Lukens, Rebecca J. - 1954; 1974-
Hall, Sue M. - 1967; 1974-
Addington, Marjorie A. M. - 1968; 1974- (H)
Cheatham, Marian S. - 1968; 1975-(M)
Siebenhar, David C. - 1968; 1975-(O & H)
Martin, Robert S. - 1969; 1975- (O & H)
Yang, Cynthia P. - 1970; 1975-(M)
Smith, L. Armenda - 1968-69; 1971; 1975 (H)
Burgoon, Kathleen E. - 1970; 1971; 1975 (H)
Rosenberg, Lana Kay - 1970; March 1973;
1975-

APPENDIX M

LECTURERS

Scott, Odette H. - 1964-
Chow, Chiagn-tsu - 1965-
Stetser, David A., Jr. - 1967- (M)
Brady, Leslie S. - 1972- (Lux.)
Markworth, Lois - 1972- (M)
Paperman, Jacob B. - 1972-
Giertz, Donna H. - Mar. 1973- (Visiting)
Houser, Janet - 1973-(M)
James, Martin E. - 1973-
Jones, J. Earl - 1973- (M)
Miller, Roger O., Jr. - 1973-
Ramsdell, Helen - 1973- (M)
Speziale, Marie - 1973-
Suman, Lee - 1973-
Topper, Richard A. - 1973-
Clinton, Mariann H. - 1972; 1975-
Andres, Michael G. - Jan. 1975-
Hittle, Andrew W. - Jan. 1975-
Tomarken, Annette H. - Jan. 1975-
Domb, W. Edwin - 1975-

INSTRUCTORS

Cook, Sterling D., Jr. - 1955-
Sturgeon, Nancy F. - 1957, 1958, 1960-
Hedric, Darrell D. - 1960-
Graham, Robert B. - 1960-
Lykins, Everett L. - 1961-
Nelson, Donald N. - 1961-
Cromer, Rodger A. - 1962, 1963-
Jewett, Royal F. - 1963-
Howie, Galen - 1964-
Tousta, Robert C. - 1964-
Sotteco, Leticia F. - 1962-64; 1965-
Trump, Joyce M. - 1963-64; 1965-
Blake, Robert, Jr. - 1965-
Ballard, David L. - 1966- (M)
Derbyshire, W. Lynn - 1966- (M)
Evans, Mary L. - 1966-
Mulligan, J. Catherine H. - 1966- (M)
Middaugh, Forest - 1966-
Siegel, Gilbert H., Jr. - 1966-
Eddy, Charles B. - 1966-
Wollert, Kenneth - 1968-
Newman, Soledad P. - 1962-65; 1969-
Dudley, Helen - 1969-
Frazier, B. Sue - 1969-
Gaffney, Helen A. - 1969-
Jackson, Marian C. - 1969-
Johnston, Elizabeth B. - 1969-
Olson, Joann - 1969-
Pereya, Mary G. - 1969-
Schiller, Paul J. - 1969- (H & M)
Wood, Gary L. - 1969- (M)
Doerble, Diane L. - 1969; 1970- (M)
Berry, Joseph L. - 1970-
Charles, Mary L. - 1970-
Gundler, Errol A. - 1970-
Hall, Eleanor H. - 1970-
Lembright, Mary B. - 1970-
Lewis, Robert E. - 1970-
Miles, Marguerite L. - 1970- (M)
Molstad, Donald M. - 1970-
Smithson, T. Michael - 1970- (H)
Straus, Alan C. - 1970- (H)
Swarts, Phillip S. - 1970- (H)
Martin, Helen L. - 1970; Jan. 1971-
Gerber, Mary A. - Jan. 1971-
Quay, Richard H. - Jan. 1971-
Boughner, Patricia S. - 1971-
Carwin, Kathleen E. - 1971-
Coltharp, Jerry B. - 1971-
de Saint-Rat, Catherine - 1971-
Keller, James E. - 1971- (M)
Malott, Sally K. - 1971-
Miller, Gerald M. - 1971-
Spielbauer, Ronald R. - 1971-
Stuckhardt, Michael H. - 1971-
Yoshida, Suzuko - 1971-
Rothenberk, Clayton C. - 1971; Jan. 1972- (H)
Cooley, Marion S. - 1966; 1972-
Hart, Marcella A. - 1970-71; 1972- (H & M)
Anderson, Karen B. - 1972-
Burger, Gary W. - 1972- (H)
Bebee, Mary L. - 1972-
Cazajou, Jean - 1972-
Conway, Linda L. - 1972-
Mitchell, Julianne - 1972- (M)
Pelletier, Mary Lou - 1972-
Roberts, Ronald F. - 1972-
Ringo, Martha J. - 1972-
Scott, Bonnie G. - 1972- (M)
Simpson, Edwin E. - 1972-
Steinigg, Dieter - 1972-
Strange, David S. - 1972- (D, H & M)
Turner, Gary D. - 1972-
Warner, Jamie D. B. - 1972-
Buraynski, Maryann - 1971-72; Jan. 1973- (M)
Gilbert, Marianne - Jan. 1973-
King, Patricia L. - Feb. 1973-
Mitchell, Paul M., Jr. - Mar. 1973-
Barr, Sarah C. - 1973-
Collier, Virginia - 1973- (H)
Coyne, James C. - 1973-
Deeth, Ann L. - 1973- (H)
Ellis, Virginia B. - 1973- (M)
Hartman, Norbert L. - 1973- (H)
Ingersoll, Olivia - 1973-
McAfee, Linda J. - 1973-
Napier, Barbara - 1973- (H)
O'Connell, Richard T. - 1973-
Sacco, Margaret T. - 1973-
Salan, D. Carol - 1973-

INSTRUCTORS (continued)

[illegible], Thomas C. - 1975-
[illegible], Susan G. - 1975-
Schreiner, Paul W. - 1975-
[illegible], Joan L. - 1975-
Moran, Doreen - 1975-
Summers, Jeanne D. - 1975-
[illegible], Susan A. - 1975, 1976- (SS)
[illegible], Marian C. - 1975, 1976-
Dunn, Edward R. - 1975, 1976- (SS)
Montgomery, William R. - 1975, 1976-
Ewell, Joseph T. - 1967, 1968-75, 1976-
Greenberg, Adolph M. - Jan. 1976- (SS)
Mitchell, Carol M. - Jan. 1976-
[illegible], Joyce G. - Jan. 1976-
Allenspach, Delores L. - 1976-
Ashe, Joan M. - 1976-
Becker, Jean Anne - 1976-
Cochran, Joanne R. - 1976-
[illegible], Ronald J. - 1976-
[illegible], Thomas C. - 1976-
Garrett, Ronald W. - 1976- (SS)
Griggs, Claudia - 1976-
Harrison, John B. - 1976-
[illegible], William R. - 1976-
Field, John L. - 1976-
Hetrick, Richard C. - 1976-
[illegible], Mary E. - 1976-
Hunter, Jeannette E. - 1976-
Johnson, Howard W. - 1976-
Kingsley, Randy - 1976-
Leonard, David C. - 1976-
Lohry, Scott D. - 1976-
Marsh, Hans W. - 1976-
Mink, James A. - 1976-
Miller, David L. - 1976-
[illegible], Susan E. - 1976-
Owens, Diane J. - 1976-
Pearsall, James A. - 1976-
Phillips, Ann G. - 1976-
Platt, Kathleen C. - 1976-
Reeves, Robin - 1976-
Sherrill, Rebecca L. - 1976-
Shipman, Janet - 1976- (Visiting) (SS)
Shulman, Mary - 1976-
Sharp, Lee R. - 1976-
[illegible], Janet M. - 1976-
[illegible], Sue A. - 1976-
Brown, Robert J. - 1976- (SS)
Tucker, Richard B. - 1976-
Uhl, Heather - 1976-
Ewell, Barbara J. - 1976-
Walker, Margaret E. - 1976-
[illegible], Anthony W. - 1976-
Wolf, Barbara W. - 1976-
Wright, Thomas E. - 1976-
White, John W. - 1976-
Zimmerman, Prudence D. F. - 1976-
[illegible], Ted C. - 1964-65, 1975, 1976- (SS)
[illegible], Richard H. - Jan. 1971-72, 1975- SS & MS
Simmons, Daniel G. - 1975, 1975-
Smith, Randall J. - 1975 Sp. 1975-
[illegible], Ronald D. - April 1975- (SS)
[illegible], Charles L. - Mar. 1975-
Allen, William D. - 1975-
[illegible], Joan L. - 1975-
Barth, John F. - 1975- (Visiting)
Burke, David E. - 1975-
[illegible], Toby - 1975-
[illegible], Michael L. - 1975-
Church, Michael - 1975- (Visiting)
Clark, Mary Jo - 1975-
Clay, Edwin R. - 1975-
Coen, David - 1975-
Conrad, Bruce P. - 1975-
[illegible], Sue M. - 1975-
de Silva, Clarence W. - 1975-
Deutsch, [illegible] - 1975-
[illegible], Kathryn - 1975- (Visiting)
Douglas, Richard T. - 1975-
[illegible], Howard B. - 1975- (Visiting)
[illegible], Henry - 1975-
[illegible], Terry L. - 1975- (Visiting)
[illegible], Diane J. - 1975-
[illegible], Janet E. - 1975-
Goodman, Katherine B. - 1975-
Hancock, Ann - 1975- (SS)
[illegible], Michael - 1975-
[illegible], Thomas J. - 1975- (Visiting)
[illegible], Mary Jean - 1975-
[illegible], Richard F. - 1975-

[illegible] [illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

MIAMI UNIVERSITY

AFFIRMATIVE ACTION PROGRAM

[illegible]

[illegible]

[illegible]

AFFIRMATIVE ACTION PROGRAM

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

announced, except where written authorization has been granted by the President or the appropriate vice president. The head of the divisional unit is responsible for notifying the appropriate vice president immediately when the position has been filled.

c. Each administrative unit shall maintain written records of the recruitment and selection process for each contract position opening. Records for such positions shall include:

1. Information on advertising, recruitment letters, telephone calls, or other contacts.

2. Applications received.

3. Letters of appointment or rejection.

4. Specific steps to recruit minorities or women, if so needed. Records should be kept for a period of at least two years and shall be available upon request to the President, the appropriate vice president, and the Affirmative Action Officer.

B. EMPLOYMENT COMPENSATION, BENEFITS, TERMS, AND CONDITIONS

University compensation and benefits programs are administered solely on the basis of entitlements without regard to race, color, creed, national origin, sex, or age, and there shall be no discrimination in any terms or conditions of employment.

1. Work assignments (including committee service) and classifications, training opportunities, hours, and fringe benefits shall be administered without regard to race, color, creed, national origin, sex, or age.

2. Seniority lines and retirement age, either mandatory or optional, shall not be based upon sex.

3. There shall be no discrimination in the provision or use of facilities traditionally provided for any employee. In those cases in which the traditional right of privacy dictates usage segregated by sex (e.g., restrooms), separate facilities shall be made equally accessible to men and women.

4. Employees shall have the right to know the criteria on which compensation is based:

a. The Personnel Office shall make available, and interpret if necessary, the written pay criteria for classified personnel. Such criteria shall be consistent with the Classification System of the State of Ohio.

b. Criteria for salary action originating at the departmental level and/or with the immediate supervisor shall be made available to the concerned employee upon request (See Miami University Information Manual.)

5. An ongoing process of salary review and adjustment shall be established to correct past inequities, if any, determined to be a result of discrimination based on race, color, creed, national origin, sex, or age.

C. TRAINING PROGRAMS

Training programs shall be established for the potential upgrading of all personnel. Selection for participation in University-based training programs or University-financed participation in off-campus training programs shall be based solely on ability, experience, and job requirements without regard to race, color, creed, national origin, sex, or age, except where the latter two are bona fide and justifiable criteria for a position.

1. The Director of Personnel, in cooperation with the appropriate University officers and the Affirmative Action Officer, shall develop a manpower planning and training program for classified personnel looking several years ahead in order to permit prudent personnel management decisions, and shall develop an inventory and analysis, including minority group employment in each category, with the objective being to achieve full realization of the University's program for the upgrading of all personnel.

2. The appropriate vice president shall, in cooperation with other appropriate University officers and the Affirmative Action Officer, develop a manpower program for academic and administrative personnel looking several years ahead in order to permit prudent personnel decisions, as well as an inventory and analysis, including minority group employment in each category, with the objective being to achieve full realization of the University's program for the upgrading of all personnel.

D. CHANGE OF STATUS - PROMOTIONS, DEMOTIONS, TRANSFERS, LAYOFFS

It shall be the policy of the University to promote on the basis of job-related criteria (e.g., ability, training, performance, and experience, and, in the case of classified personnel, seniority). Demotions, layoffs, recall, and transfers shall be made on a non-discriminatory basis in accordance with University practice and terms of the applicable State Civil Service requirements.

1. In order to utilize fully human resources, the following procedures will be observed:
   a. All contract vacancies above the starting level shall be publicized among staff as stated in Section IV.A., Item 10.b.
   b. Classified vacancies above the starting level shall be filled in accordance with existing promotion and transfer policies as contained in the Classified Employees Handbook and the Union Agreement.
2. Job training and educational opportunities shall be available as far as possible to help employees perform better in their jobs and to prepare them for advancement.
3. Minorities and women shall receive equal consideration with all others for promotion at all levels. Job categories shall be reviewed, and where there are relatively few or no minorities or women employed, the University shall take such remedial action as is possible to correct the imbalance.
4. Leave policies shall be applied equitably to all employees in accordance with the rules stated in the Miami University Information Manual and the Classified Employees Handbook.
5. Tenure decisions shall be made on the basis of job-related criteria and shall be made without regard to race, color, creed, national origin, sex, or age. (See Miami University Information Manual for procedure.)

E. PREGNANCY AND CHILD CARE LEAVES

Sick leave shall be paid to employees for pregnancy and/or childbirth and related conditions on the same basis as they apply to any other temporary physical disabilities. Pregnancy may also be considered cause for extended leave of absence without pay under any leave of absence plan or as vacation. However, should the maternity leave of absence without pay exceed six months, a classified employee will be placed on disability leave in accordance with State Department of Personnel procedures.

Under any leave of absence plan which permits leave for personal reasons, child care shall be considered grounds for such leave and shall be available to men and women on an equal basis, subject to the usual approval, and, for Civil Service classified employees, to the provisions referred to above.

F. EMPLOYMENT OF MEMBERS OF THE SAME FAMILY

Miami University shall impose no restrictions on the simultaneous employment of members of the same immediate family, except that one member of the immediate family may not supervise another. "Immediate family" includes husband-wife, parent-child, and sibling relationships, even if the persons involved do not live in the same household. Direct benefits to an employee (initial appointment, promotion, retention, salary, leaves of absence, etc.) are to be evaluated on the merits of each case. Decisions in these matters shall not be prejudiced, favorably or unfavorably, by the employment status of other family members or their activities, rank, or position.

V. EDUCATIONAL OPPORTUNITIES, PROGRAMS, SERVICES, AND FACILITIES

A. ADMISSIONS AND RECRUITMENT

Admissions criteria for undergraduate and graduate students shall be administered without regard to race, color, creed, national origin, age, or sex. Student recruitment shall be conducted on a non-discriminatory basis, except that the University reaffirms its commitment to maintain and increase the enrollment of females or minorities in academic areas where there is presently low female or minority enrollment.

B. ENROLLMENT INFORMATION

In order to monitor equal opportunity efforts, the University shall routinely ask students for personal data (e.g., sex, race, nationality, age) so as to develop a composite of the student body in terms of numbers of men, women, and minority group members.

C. PROGRAMS AND SERVICES

No student shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any educational program because of race, color, creed, national origin, age, or sex.

D. UNIVERSITY RULES, REGULATIONS, AND CODES

University rules, regulations, and codes shall apply to all students without discrimination on the basis of race, creed, color, national origin, or sex. There shall be no discrimination on the basis of age except in compliance with state and federal laws and guidelines.

E. FACILITIES

There shall be no discrimination in the provision or use of facilities. In those cases in which the traditional right of privacy dictates usage segregated by sex (e.g., living facilities, restroom facilities), separate facilities shall be made equally accessible to men and women.

F. FINANCIAL AID

All grants, loans, scholarships, fellowships, and other forms of financial aid shall be awarded without discrimination on the basis of race, color, creed, national origin, sex, or age, except where, by federal or state action, United States citizenship is a requirement for financial aid.

G. PLACEMENT SERVICES

The Miami University placement services shall be administered in a manner which provides equal opportunity for placement and employment of any student or alumnus. The placement services will not assist any organization or individual that discriminates against any person because of race, color, creed, national origin, sex, or age, except where age or sex is a bona fide occupational qualification.

If the University placement services become aware that any organization or individual with which the University has dealings is, in fact, discriminatory in its hiring practices, the placement office shall notify, in writing, the Affirmative Action Officer and the appropriate vice president.

VI. CONSTRUCTION, CONTRACTORS, SUB-CONTRACTORS, PURCHASERS, LABOR RELATIONS

A. CONTRACTORS

The University shall continue its program of requiring all contractors and sub-contractors on University construction projects to provide employment to any qualified worker without regard to race, color, creed, national origin, sex, or age. Until such time as conditions clearly indicate that such practices are no longer necessary, the Equal Employment Opportunity Officer will continue to require proof from contractors that they are, in fact, equal opportunity employers.

B. SUB-CONTRACTORS AND PURCHASES

All sub-contractors on University contracts and all suppliers of material shall be notified of the University's policy of non-discrimination.

The University shall incorporate the Equal Employment Opportunity clause contained in Executive Order 11246 in each non-exempt first-tier sub-contract, in each purchase order having a face value of $2,000 or more, and in each University purchase contract.

C. LABOR RELATIONS

Agreements between Miami University and its recognized employee organizations shall continue to contain a provision that within such organizations there shall be no discrimination, on the basis of race, color, creed, national origin, sex, or age. Agreements shall also prohibit use of restraint or coercion against any employee.

VII. IMPLEMENTATION OF POLICY AND PROGRAM

According to Revised Order No. 4, Department of Labor, 1973, "an affirmative action program is a set of specific and result-oriented procedures to which a contractor commits himself to apply every good faith effort. The objective of those procedures plus such efforts is equal employment opportunity. Procedures without effort to make them work are meaningless; and effort, undirected by specific and meaningful procedures, is inadequate. An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women, and further, goals and timetables to which the contractor's good faith efforts must be directed to correct the deficiencies and, thus to increase materially the utilization of minorities and women, at all levels and in all segments of his work force where deficiencies exist."

The affirmative action policy and program heretofore presented are the building blocks needed for the development of workable divisional plans. The responsibility for a working plan must rest with each division of the University.

The Miami University affirmative action program will be a constantly changing one. It will be complete, initially, after each administrative division has developed its own plan and set its own goals and timetables.

A. GOALS-SETTING PROCESS

"Goals are *projected levels of achievement* resulting from an analysis by the contractor of its deficiencies, and of what it can reasonably do to remedy them, given the availability of qualified minorities and women and the expected turnover in its work force." *HEW Guidelines.*

1. At least every two years each division shall conduct a personnel inventory to determine the composition of its staff, within each job category, by sex and minority group status.

2. Initial data for the inventory will be provided by the Management Information and Systems Officer from the employee personnel data forms. As this information is given voluntarily, every effort must be made by that division to update or complete the information before an analysis is undertaken. Statements of racial and ethnic backgrounds shall only be used for affirmative action purposes.

3. On the basis of the inventory, each division shall determine the areas within its work force in which there are fewer women and members of minorities than reasonably would be expected by their availability in the external work force.

4. Each division shall then establish a plan for improving the balance of women and minorities within that division. This plan shall consist of goals and procedures to achieve those goals.

5. Goals, or projected employment levels, shall be set for those job categories in which there are few women or members of minority groups. To be considered in the goal-setting process is (a) the composition of the present work force and anticipated turnover, expansion, contraction, and promotion; and (b) the external availability of trained or trainable women and minorities.

6. Procedures for accomplishing these goals shall include (a) review for revision or elimination of any current procedures or policies that in practice pose employment barriers or allow discrimination to occur after employment; and (b) affirmative steps for the recruitment, employment, and continued involvement of those persons within that unit.

7. The goal-setting process shall be coordinated by the affirmative action officer. Vice presidents shall be responsible for coordinating the process within their divisions and for providing communication with that officer.

8. The plans for each division will be reviewed by the appropriate vice president in consultation with the Affirmative Action Officer and submitted to the President for final approval.

9. These plans shall be published as part of the Miami University affirmative action program and shall be subject to revision when the biennial process begins again.

10. A division will not be evaluated solely on the basis of whether goals and timetables are met but also on the extent to which it attempts, in good faith, to meet its goals and objectives.

B. MONITORING AND REPORTING PROCEDURES

In order to evaluate the effectiveness of Miami University's affirmative action program, a system of reporting and monitoring shall be established.

1. Some self-monitoring procedures have already been established. (See Section IV.A., Item 10.c.) These procedures should be helpful for periodic review of the division's progress toward successfully completing its own biennial plan and meeting its employment goals.

2. It is suggested that each vice president establish reporting procedures and expectations for an annual interim progress report for the division. Coordination of these reports will be the responsibility of the Affirmative Action Officer so that they may be available for any annual University or federal reporting that is required.

3. A biennial report shall be required from each division evaluating its own success in meeting its employment goals and, in general, affecting its own affirmative action plan. This report will be called for by the President. This report shall be the inventory base for each division's new two-year plan. This report shall

be compiled into a published status report to be included in the Miami University affirmative action program.

C. SPECIFIC TASKS

Thus far, the Miami University affirmative action program includes general policies, procedures, suggested guidelines for practices and implementation, and designation of responsibility in these areas. From time to time, however, specific measures may be needed to overcome problems or deficiencies within that program. These shall be identified as a specific task with the person(s) responsible for its completion designated.

1. Specific tasks will be assigned by the President, and, with his final approval, become part of the Miami University affirmative action program.

2. Task development may be recommended by any member(s) of the University community in consultation with the Affirmative Action Officer. Those having supervisory or administrative responsibility for parts of the program are especially encouraged to offer suggestions in the form of specific tasks.

3. The Specific Task Form shall include the following information:

a. Subject or brief title of the task.

b. The specific goal or purpose of the task.

c. A brief description of the action to be taken.

d. The names or titles of persons charged with completing the task.

e. A timetable explaining when the task, or portions of it, are scheduled for completion.

f. A description of the factors or situation indicating the need for the action.

g. References, including the titles of applicable laws or guidelines.

4. The head of the unit to which a task is assigned shall be responsible for its completion.

5. The Affirmative Action Officer shall be kept informed of progress toward task completion and shall receive a final report on the completed task which will be forwarded to the President.

VIII. GRIEVANCE PROCEDURES FOR ALLEGED VIOLATIONS OF THE AFFIRMATIVE ACTION POLICY AT MIAMI UNIVERSITY

Every person employed by Miami University has the right to pursue a grievance for alleged discrimination under a recognized formal procedure. Assistance for implementation of appropriate procedure is available in the Affirmative Action Office.

APPENDIX I.6

Grievance Procedures for Alleged Violations of the Affirmative Action Policy at Miami University

(Approved by Board of Trustees, April, 1975)

Every employee should have the right to pursue a grievance under a recognized formal procedure. Established procedures for pursuing grievances have been implemented or are in the process of implementation for all groups of University employees, whether faculty, classified, or unclassified.

With the adoption of the Affirmative Action Policy, in compliance with federal guidelines, the University insures that each employee has a channel for carrying a grievance of alleged discrimination. An integral part of the Affirmative Action Policy of the University is a guarantee that any complainant shall be free from reprisal by the University.

Any member of the University faculty or classified or unclassified staff who feels that his/her rights under the Affirmative Action Policy have been violated may elect to follow an alternate to the established grievance procedures in his/her division. If so, the individual will waive the option of following established grievance procedures in that division. In each such instance, the individual is urged to try to resolve the complaint with his/her immediate supervisor. Ordinarily, most grievances can be resolved at that point. Should such informal procedures not resolve the matter within two weeks, it may then be brought to the attention of the Affirmative Action Officer and at the same time the following steps may be taken:

Step 1. The employee files a written complaint to the appropriate supervisor.

Step 2. The complainant informs the supervisor that a copy of the complaint has also been given to the Affirmative Action Officer.

Step 3. Within a two-week period, the Affirmative Action Officer shall study the case and attempt mediation between the complainant and the appropriate supervisor. During this period, the Affirmative Action Officer shall have access to all data pertinent to the case and shall inform the appropriate vice president of the complaint. If the mediation is unsuccessful, the Affirmative Action Officer shall convene a Hearing Committee within ten days. This committee is described below.

The Hearing Committee

Annually, the Affirmative Action Advisory Committee will send a list of fifty names of current or retired University employees to the President, keeping in mind adequate representation of the diversity

24 February 1975

within the University community. The President will select twenty-five of them, to serve for one year as a pool from which specific Hearing Committees of five people will be formed, as follows:

a. One shall be chosen by the complainant.

b. One shall be chosen by the appropriate supervisor mentioned in Step 3 above.

c. By mutual agreement of the two parties, three shall be chosen in concert from those remaining on the list.

The Hearing Procedure

a. The Affirmative Action Officer convenes the Hearing Committee.

b. The five committee members shall select one of them to be chairman.

c. The Affirmative Action Officer shall act as a consultant to the Hearing Committee and shall be present at the hearing and during the deliberations without a vote.

d. Both the complainant and the supervisor shall be present at the hearing, and each may choose another person to accompany him and to provide counsel.

e. A reasonable number of witnesses may be called as determined by the Hearing Committee.

f. Both the complainant and the supervisor shall have an opportunity to question each other and any witnesses.

g. The findings of the Hearing Committee shall be determined by majority vote and shall be made within thirty days of its convening, unless both parties agree otherwise.

h. Within a week of the finding, it shall be presented in writing as a recommendation to the President for his resolution and appropriate implementation. Copies of the Hearing Committee's report and of the President's action shall be sent to the Dean and to the Affirmative Action Officer and to both parties within thirty days after receipt of the finding.

i. The case shall be held in confidence during and after the entire procedure unless the Hearing Committee votes to release the entire written report.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

III. GRADUATE ASSOCIATES

Students with master's degrees (or equivalent, i.e., 45 graduate quarter hours in a doctoral program), who are pursuing an approved program leading to the Doctorate or the Specialist in Education degree. Graduate Associates are normally assigned responsibilities for non-teaching duties in the areas of administration or research. The stipends and academic responsibilities are the same as those for Teaching Fellows (see below).

IV. TEACHING FELLOWS

A. Students with master's degrees (or equivalent, i.e., 45 graduate quarter hours in a doctoral program), who are pursuing an approved program leading to the doctorate or the Specialist in Education degree. Stipend: $2460, or $3760, or $4060, for half-time duties in the three regular quarters (fall, winter, spring) and remission of the Instruction Fee and out-of- state tuition surcharge (if applicable) for the period of appointment and the preceding or succeeding summer quarter. The General Fee ($50.00) and the Facilities Fee ($20.00) must be paid at each registration. To compensate for the Facilities Fee, appropriate compensation has been added to the stipend amount. (See the Graduate School Catalog for other fees and charges, and regulations regarding refunds.)

1. Duties: Classroom teaching or laboratory instruction (minimum of 6 contact hours per week). Teaching Fellows may have full responsibility for classroom instruction, but they are under the supervision of a regular faculty member of the department.

2. Academic Responsibilities: In addition to those outlined by the major department, Teaching Fellows with half-time duties must register for a minimum of 8 graduate credit hours in each quarter of appointment, and not more than 13 graduate credit hours in any single quarter.

Graduate Summer Fellowships: A holder of a Teaching Fellowship is eligible to be awarded a $300 Graduate Summer Fellowship in the summer following the regular award. The student must register for 8-10 hours of graduate credit in each summer term. A $150 award is granted the student who registers for one summer term only. There are no required duties for the Summer Graduate Fellowship.

B. Occasionally appointments may be made for shorter periods or for part-time duties, with a corresponding reduction in the stipend and the amount of fees remitted:

1. Teaching Fellows (or Graduate Associates) with half-time duties for two quarters: Stipend: $2306, or $2506, or $2706, and remission of Instruction Fee and out-of-state tuition surcharge (if applicable) for the two quarters of appointment and one summer term.

    a. Duties: Assisting faculty in instruction or research for a minimum of 6 contact hours per week, or its equivalent, for the two quarters.

    b. Academic Responsibilities: In addition to those outlined by the major department, Teaching Fellows (or Graduate Associates) with half-time duties for two quarters must register for a minimum of 8 graduate credit hours in each of the two quarters of the appointment, and not more than 13 graduate credit hours in a single quarter.

2. Teaching Fellows (or Graduate Associates) with half-time duties for one quarter: Stipend: $1153, or $1253, or $1353, and remission of the Instruction Fee and out-of-state tuition surcharge (if applicable) for the quarter of appointment.

    a. Duties: Assisting faculty in instruction or research for a minimum of 6 contact hours per week, or its equivalent, in the quarter.

    b. Academic Responsibilities: In addition to those outlined by the major department, Teaching Fellows with half-time duties for one quarter must register for a minimum of 8 graduate credit hours in the quarter of appointment, and not more than 13 graduate credit hours in that quarter.

3. Teaching Fellows (or Graduate Associates) with quarter-time duties for three regular quarters: Stipend: $1730, or $1880, or $2030, and remission of one-half the Instruction Fee and one-half the out-of-state tuition surcharge (if applicable) for the period of appointment and two 5-week summer sessions. (A student may elect to receive full fee benefits for one 5-week summer term instead of half fee benefits for both summer terms.)

    a. Duties: Assisting faculty in instruction or research for a minimum of 3 contact hours per week, or its equivalent, in each of the three quarters.

    b. Academic Responsibilities: In addition to those outlined by the major department, Teaching Fellows with quarter-time duties for three quarters must register for a minimum of 12 graduate credit hours in each quarter of the appointment, and not more than 16 graduate credit hours in a single quarter.

4. Teaching Fellows (or Graduate Associates) with quarter-time duties for two quarters: Stipend: $1153, or $1253, or $1353, and remission of one-half the Instruction Fee and one-half the out-of-state tuition surcharge (if applicable) for the period of appointment.

    a. Duties: Assisting faculty in instruction or research for a minimum of three (3) contact hours per week, or its equivalent, in each of the two quarters.

    b. Academic Responsibilities: In addition to those outlined by the major department, Teaching Fellows with quarter-time duties for two quarters must register for a minimum of 12 graduate credit hours in each quarter of appointment, and not more than 16 graduate credit hours in a single quarter.

5. Teaching Fellows (or Graduate Associates) with quarter-time duties for one quarter: Stipend: $576, or $626, or $676, and remission of one-half the Instruction Fee and one-half the out-of-state tuition surcharge (if applicable) for the period of appointment.

    a. Duties: Assisting Faculty in instruction or research for a minimum of 3 contact hours per week, or its equivalent, for the period of appointment.

    b. Academic Responsibilities: In addition to those outlined by the major department, Teaching Fellows with quarter-time duties for one quarter must register for a minimum of 12 graduate credit hours during the period of appointment, and not more than 16 graduate credit hours in a single quarter.

V. PROCEDURES

1. The same procedure as in the past will apply for the 1975-76 academic year: nominations filled out in triplicate will proceed from the Department Chairman to the Divisional Dean, and then to the Graduate School Office.

2. After April 15, a Miami Department should not recommend the appointment of a student known to have accepted an appointment elsewhere, unless the Department has evidence that the student has been officially released from his previous committment. This is in accordance with the resolution of the Council of Graduate School, to which Miami University is a signatory.

3. Graduate Assistantships may be renewed for one additional year, for a maximum of two years.

4. Teaching Fellowships and Graduate Associateships may ordinarily be renewed for one additional year for a maximum of two years. A limited number are available (total 15) for a third year of support.

5. A fifth year of support must be approved by the Department Chairman, Divisional Dean, Graduate Dean, and the Provost.

6. All Graduate School regulations are petitionable by students; petition forms may be obtained from the Graduate School Office.

7. Graduate award stipends are available to students on the 15th of each month during the academic year, or the last day of classes, at the Bursar's Office.

VI. REGULATIONS

1. All nominees must be admitted to the Graduate School with Regular or Pending Regular standing. Pending Regular admissions must be cleared before the end of the first quarter in which the student enrolls. Official final transcripts must be submitted to the Graduate School before the last day of classes.

2. Satisfactory progress toward the degree must be maintained in order to assure continuance as a Graduate Assistant, Research Assistant, Graduate Associate, Teaching Fellow, Modified Graduate Assistant, or Doctoral/Dissertation Fellow. Satisfactory progress means carrying no fewer than the minimum number of hours required while on tenure, maintaining a cumulative grade point average of at least 3.00, and fulfilling academic requirements for the degree as determined by the Department or Program. Failure to achieve such progress, as well as failure to perform satisfactorily the assigned duties, may result in the revocation of the award.

3. Students have the responsibility of fulfilling the obligations of the chest X-ray (every year) and completing the health form (first year only). See Mrs. Flodin (Room 207, Roudebush Hall) to complete the necessary payroll forms. GRADUATE APPOINTEES SHOULD TAKE SPECIAL CARE TO COMPLETE ALL FORMS SO PAYROLL CHECKS ARE NOT DELAYED.

4. The Graduate School must receive notice in writing of any changes of personnel or status. Some departments and students have been very lax in notifying the Graduate School of resignations, replacements, and changes of status; this causes delays in payment, remission of fees, etc., to the student (who may or may not be at fault). Exact dates for resignations and starting times must be supplied to the Graduate School Office in order that the correct stipend may be paid and correct fees waived.

5. A Department may, with the approval of the Divisional Dean and the Provost, alter the positions allotted to it. In all cases, however, prior approvals must be obtained, and the Graduate School must be notified in writing. No changes which would result in exceeding the total dollar amount allotted to the Department will be approved.

6. Any new positions or reassignments of old positions will be designated by the Provost.

7. AUGUST 1 DEADLINE. Any position not filled by a *bona fide* appointee by August 1 will revert to the Graduate School for reallocation; all reallocations will receive the prior approval of the Provost.

N.B.: PLEASE RETAIN THIS STATEMENT FOR REFERENCE DURING THE 1975-76 ACADEMIC YEAR. IF YOU HAVE ANY QUESTIONS, PLEASE CALL EXT. [illegible].

revised: January 1975

INDEX *

Absence, 2.23, 3.53
Academic Administrator Evaluation, 1.225
Academic Affairs Executive Council, 1.1441, App. F
Academic Affairs Organization, 1.3, Apps. A and B
Academic Calendar, Apps. C and F
Academic Computer Service, 3.3, App. F
Academic Exercises, 2.8
Academic Freedom, 1.24
Academic Integrity, 1.24, 1.25, 2.412
Academic Procession, App. H
Academic Rank, 1.21, 1.212, App. H
Academic Responsibility, 1.24
Academic Services, 1.32
Academic Staff, 1.2, 1.3
Accident Insurance, 4.62
Accidental Death Insurance, 4.611
Accidents, 5.25
Accounting Office, 5.31
Accreditation, 1.33, 3.542
Acquisitions, 3.13
Adjunct Professor, 1.211, 1.212E
Administrative Council, 1.1442, App. F
Administrative Data Processing, 3.3
Administrative Officers, 1.132
Administrator Overload Compensation, 4.132
Advisors, 2.3, 5.53, App. E
Advisory Committee, 1.1443, App. F
Affirmative Action, Apps. F and I
"Aiding and Abetting", 1.27
Aids, 3.0
Air-conditioning Service, 5.261
Airplane Travel, 3.545
Alumni Activities and Services, 5.8
Annual Appointment, 1.2334, 1.2336
Annual Commencement, 2.8
Annual Contract, 1.2336
Annuity, 4.74
Appeal, 1.2335B, 1.2335F, 1.2343, 2.412
Appointment, 1.211, 1.224, 1.2334, App. F
Art Exhibits, 5.6
Assistant Instructor, 1.211, 1.212B
Assistant Professor, 1.211, 1.212D
Associate Professor, 1.211, 1.212C
Athletics, 5.6, App. F
Attendance, 2.23, 2.81
Audio-Reference, 3.122
Audio Visual Service, 3.2
Audit, 2.421
Auditoriums, 5.222
Authority, 1.27
Automobiles, 2.7, 3.545, 5.251, 5.261
Averages, 2.422, 2.43, 2.42
Awards, 5.62

Bachelor Estate, 5.223, App. F
Beneficiaries, 4.71
Benefits, 3.6, 4.6, App. I
Blue Cross, 4.3, 4.622
Blue Shield, 4.622
Board of Regents' Faculty Advisory Committee, 1.142, App. F
Board of Trustees, 1.131
Bonds, 4.73
Book Budgets, 3.13
Bookstores, 2.82, 5.6
Budget Advisory Council, 1.1444, App. F
Buildings, 3.55, 5.2
Bulk Mailing Permit, 5.64
Bumper-stickers, 5.251
Business Affairs Organization, 1.4, App. A
Busses, 2.7, 3.545

Cabinet, 1.1445
Calendar, Apps. C and F
Campus, 5.2
Campus Events, 5.223, 5.6
Campus Mail, 5.64
Caps and Gowns, 2.82
Career Planning, 5.56
Carrels, 3.11
Cars, 2.7, 3.545, 5.251, 5.261
Catalog Library, Purchasing, 3.34
Catalogs, Miami University, 5.61

* Revised
25 November 1976

Censorship, 1.242
Centrex Lines, 5.43
Change of Grade, 2.423
Change of Program, 2.14
Chartered Busses, 5.7
Charts, 1.11, Apps. A and B
Cheating, 2.412
Circulation, Library, 5.121
Class Attendance, 2.21
Class Lists, 2.13
Class Size, 2.15
Classified Personnel, 4.8
Classrooms, 1.242, 5.222, 5.321
Clinton Canal Lodge, 5.221, 5.72
Closed Circuit TV Facilities, 5.42
Closing Hours, 5.232
Collections, 5.11, 5.122
Colleges and Schools, Deans, 1.31
Commencements, 1.122, 2.8
Committees, 1.1443, 1.23, App. F
Communications Services, 5.4
Compensation, 1.323, 4.1, 4.13, 4.44,
  App. I
Compulsory Retirement, 1.2338
Computation of Averages, 2.422
Computer Center, 5.3
Computer Operations, 5.3
Concerts, 5.6
Confidentiality, 5.54
"Continuing Contract", 1.2337
Continuing Education, 1.6, 1.323
Consulting Bodies, 1.14
Contract, 1.2336
Copy Center, 5.44
Copying, 5.2, 2.412, 5.44
Copyrights, 5.55
Corporation, 1.11
Councils, 1.142, 1.143, 1.144, App. F
Counseling, 1.222, 2.5, 5.54
Course Changes, 2.3
Courses, 1.321, 2.3
Creative Work, 1.212
Credit Hours, 2.421, 2.422, 2.45, 2.5
Credit/No Credit, 2.421
Credit Points, 2.42
Credit Union, 4.72
Cultural Events, 5.6
Cumulative Average, 2.422
Curriculum, 2.3
Custodial Services, 5.261

Deductions, 4.12, 4.71
Deliberating Bodies, 1.14
Department Chairman Evaluation, 1.224
Departmental Advisers, App. F
Departmental Book Budgets, 5.13
Departmental Honors, 2.43
Desk Copies, 5.6
Development Advisory Council, 1.1444,
  App. F
Development and Alumni Affairs
  Organization, 1.5, App. B
Disciplinary Action, 1.2335, 1.27, 2.41
Disciplinary Board, App. F
Discrimination, App. I
Dishonesty, 2.412
Dismemberment Insurance, 4.611
Dismissal, 1.2333, 1.2334, 1.23352,
  1.27, 2.41
Dismissal of Charges, 1.23353
Disorderly Conduct, 1.272
Disruption, 1.274
Distinctive Features, 1.42
Divisions, 1.3, 1.4, 1.5, 1.6, App. B
Doctorates, 1.212, 1.2132
Dropping Courses, 2.14
Drugs, 1.272
Duplicating, 5.2, 5.242, 5.43

Economic Security, 1.247
Educational Opportunity, 1.5, App. I
Educational Services, 1.322
Emergencies, 5.231, 5.25
Emeritus Professor, 1.2334
Employment, 1.213, 1.2332, 1.2338,
  1.321, 3.13, 4.8, 5.27, App. I
Endorsement, 1.27
Enrollment, 1.1
Equipment, 1.32, 5.261, 5.51
Ethics, 1.23342, 1.28
Evaluation, 1.223
European Center, 1.31
Examinations, 1.322, 2.4, 4.5
Exclusion Notice, 2.13

Executive Administrative Officers, [illegible]
Exemptions, [illegible]
Expulsion, [illegible]
Extra Compensation, [illegible]

Facilities, [illegible]
Faculty, [illegible]
Faculty Advisors, [illegible], App. [illegible]
Faculty Advisory Council, [illegible],
  App. [illegible]
Faculty Attendance, [illegible]
Faculty Compensation, [illegible]
Faculty Evaluation, [illegible]
Faculty Files, [illegible]
Faculty Membership, [illegible]
Faculty Office Hours, [illegible]
Faculty Parking, [illegible]
Faculty Rank, [illegible], App. [illegible]
Faculty Research Committee, [illegible],
  [illegible], App. [illegible]
Faculty Responsibilities, [illegible],
  [illegible]
Faculty Rights and Responsibilities
  Committee, [illegible],
  App. [illegible]
Faculty Workload, [illegible]
Faculty Workload Committee, [illegible],
  [illegible], App. [illegible]
[illegible], [illegible]
Federal Income Tax, [illegible]
Federal Programs Office, [illegible]
Fee Exemptions, [illegible]
Field Trips, [illegible]
Files, [illegible]
Fines, [illegible]
Final Examinations, [illegible]
Finance and Business Affairs and
  Treasurer, Organization, [illegible],
  App. [illegible]
Firearms, [illegible]
[illegible], [illegible]
[illegible], [illegible]
Freedom, Academic, [illegible]
Freshman Advisory, [illegible]
Funding, [illegible], App. [illegible]

Garden Plots, [illegible]

General Reserve, [illegible]
[illegible], [illegible], App. [illegible]
[illegible], [illegible], App. [illegible]
[illegible], [illegible]
Grade Forms, [illegible]
Grade Reports, [illegible]
Grades, [illegible]
Graduate Assistants, [illegible],
  [illegible], App. [illegible]
Graduate Curricula, [illegible]
Graduate Council, [illegible], App. [illegible]
Graduate Record Examination, [illegible]
Graduate Research Assistants, [illegible]
Grievance Procedure, App. [illegible]
[illegible], [illegible]
Group Insurance, [illegible]
Group Travel, [illegible]
Guest Facilities, [illegible]
Guest Speakers, [illegible]
[illegible], [illegible]
[illegible], [illegible]

[illegible], [illegible]
Health Insurance, [illegible]
Health Service, [illegible]
Hearing and Speech Clinic, [illegible]
Hearing Assignments, [illegible]
Heating Service, [illegible]
Hiring, [illegible], App. [illegible]
Holidays, [illegible]
Honors, [illegible]
Honorary Degrees, [illegible]
Honors Program, [illegible]
Hospital, [illegible]
[illegible], [illegible]
Hours, [illegible],
  [illegible]
House Bill [illegible], [illegible]
Housing, [illegible]
Human Subjects, Research, App. [illegible]

Identification Cards, [illegible]
Illness, [illegible]
[illegible], [illegible]
Income Tax, [illegible]
Incompletes, [illegible]
Insurance, [illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]

[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]